

Seville Township Library Board Minutes

**Annual Meeting**

March 3, 2022

The meeting was called to order at 5:17 pm ET. Present were board members: Sharon Stebelton, Randy Bard, Jennifer Balcom, Allison Dunlap, and Library Director Justine Peterson. Absent was board member Renee Shaver, Becky Fleury.

- a) Call to Order
- b) By-Laws – Review and Update
  - a. Update **Membership** change from 7 members to 6 members with one from Sumner
  - b. Third paragraph “One (1) to two (2) absences a year is acceptable ~~during a year~~. More than two (2) absences may / ~~will~~ result in removal from the Board.
  - c. Update **Officers** “Officers of the board shall be chosen at the regular annual March meeting of the board” **ADD** and as needed due to vacancy.
    - First Bullet point: “appoint all ~~committees~~” – to committees
  - d. Remove **Quorum** “At least one Sumner Township resident may serve on the board.” This is already listed under Membership.
- c) Board Members
  - a. All members up for election in November 2022
- d) Budget Fiscal Year 2022 – 2023
  - a. Motion by Jennifer with support from Randy to amend the Board meeting minutes to clarify the MLA membership money to come from the fund balance. **APPROVED**
  - b. Motion by Jennifer with support from Randy to adjust the 2021 – 2022 budget as follows: take \$1,600 from Collections and move it Repairs and Maintenance, take \$800 from Collections and move it to Supplies, take \$600 from Collections and move it to Equipment, take \$1,080 from Utilities and move it to Public outreach/Programs, take \$20 from Utilities and move it to Furniture/Misc., take \$300 from Salaries / Benefits and move to Professional Contracted Services, take \$1,600 from Salaries / Benefits and move to Technology. **APPROVED**
  - c. **Salary Discussion:** Last raises occurred March 2021.
    - i. Library Director, Justine Peterson
      - 1. 2021 - 2022 hourly wage: \$14.30; 5 days PTO
      - 2. 2022 – 2023 hourly wage: \$15.20; 5 days PTO; **BONUS** 5 additional days personal leave
    - ii. Library Clerk, Mara Winn
      - 1. 2021 - 2022 hourly wage: \$11.10; 3 days PTO
      - 2. 2022 – 2023 hourly wage: \$11.50; 3 days PTO
    - iii. Substitute, Sherry Swope
      - 1. 2021 – 2022 hourly wage: N/A
      - 2. 2022 – 2023 hourly wage: \$10.25

Motion by Jennifer with support Randy from to approve salaries as described above. **APPROVED**

Motion by Jennifer with support from Sharon to approve the 2022 – 2023 budget (attached).  
**APPROVED**

The next Library Board Meeting is Tuesday April 5, 2022, at 4:30pm ET.

**Motion** by Randy with support from Sharon to adjourn at 6:47 pm ET. **Approved.**