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.

1. Call to Order
2. By-Laws – Review and Update
   1. Update **Membership** change from 7 members to 6 members with one from Sumner
   2. 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.
   3. 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 ~~committers”~~ – to committees
  1. Remove **Quorum** “At least one Sumner Township resident may serve on the board.” This is already listed under Membership.

1. Board Members
   1. All members up for election in November 2022
2. Budget Fiscal Year 2022 – 2023
   1. 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**
   2. 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**
   3. **Salary Discussion:** Last raises occurred March 2021.
      1. 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
      2. Library Clerk, Mara Winn
         1. 2021 - 2022 hourly wage: $11.10; 3 days PTO
         2. 2022 – 2023 hourly wage: $11.50; 3 days PTO
      3. 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**.