

## SEVILLE TOWNSHIP LIBRARY BOARD MINUTES

May 18, 2016

The meeting was called to order at 12:58 pm. The following members were present: President- Renee Shaver, Vice President-Deb Powell, Treasurer/Librarian- Alycia McKowen, Secretary- Sharon Stebelton, Becky Fleury, Bekki Wilkins, and Barb Schulling.

The minutes from January 26, 2016 were read. A motion to accept the Minutes was passed by Becky and seconded by Bekki. Passed.

### Treasurer Report:

1. Balance \$128,895.40. Total Income: \$52,246.79. Total Expenditures: \$18,974.41. For full report refer to Treasury Report. A motion to approve the Treasury Report and pay bills was made by Becky and seconded by Bekki. Passed.

### Librarian Report:

1. Spring Programs consisted of a story hour the last two weeks of March and first two weeks of April. The Patron Appreciation Day, every 2<sup>nd</sup> Monday of the month is getting more popular each month. The Book Sale brought in \$144.33.
2. The ending balance for the Fiscal Year was \$81,937.76.
3. Cleaning out the upstairs continues.
4. Improvements to the downstairs area: new paint, newer furniture and plans to create an Kids section.
5. Added a new bookshelf. Materials were paid for while Labor was donated.
6. The RIDES program is working out well.
7. Received two donation of \$100 each.
8. Redoing the Procedures and Policies to be more concise.
9. The new MAC for the circulation desk is working out well.
10. Kelvin Grant of \$100 a month will be reinstated.
11. The Quilt Block is on site and there is a need to hire someone to mount it on the building.
12. Inventory for a complete record of the circulation material in the library continues.
13. A slight increase has been seen in the daily visitor count.
14. Upcoming Programs: The summer Reading Program will increase to go from June 23 to August 18 and will have kids come on Thursday with plans to have a scientist come in, a llama and a lamb visit, as well as a sign language day.

Motion to accept the Librarian Report was made by Becky and seconded by Bekki. Passed.

### Old Business:

1. Discussion regarding the Bids to finish the upstairs: Elvy Wilkins gave an estimate for the complete project. Kress gave an estimate just for drywall. A motion to accept the Wilkins bid was made by Becky and seconded by Sharon. Passed.

### New Business:

1. Regarding: A. Emergency Policies & Procedures, B. Updated Patron Behavior Policy, and C. Additional Policies for Legality: A motion was made for Board Members to read and report back by Friday, 5/20. If there are no questions or concerns then to adopt the polices. This was approved.
2. The Service Survey Data showed that Adults aren't interested.
3. A 6% pay raise for Emma to \$9.00 was motioned by Barb and seconded by Becky. Passed.
4. Garden: Get rid of a bench, add \$75 for garden this year, and give Becky a key to access garden tools. Motion by Barb and seconded by Bekki. Passed.

Meeting was adjourned at 2:11 pm. Next meeting scheduled for August 25<sup>th</sup> at 1:00 pm.