

## Seville Township Library Board Minutes December 14, 2021

The meeting was called to order at 4:34 p.m. Present were board members Jennifer Balcom, Sharon Stebelton, Allison Dunlap, Renee Shaver, and Library Director Justine Peterson.

**Motion** by Allison with support from Sharon to accept the previous board minutes as presented.

**Approved.**

**Motion** by Sharon with support from Allison to accept the financial report as presented. **Approved.**

*Public Commentary:* None

**Motion** by Allison with support from Sharon to accept the Librarian's Report as presented. **Approved.**

*Old Business:*

- a) Snow Removal: The library entered into an agreement with Richard DeGroft (currently contracted with the Riverdale Post Office) to remove snow, add salt to remove ice, etc. as necessary. A contract will be submitted for signature by Mr. DeGroft.
- b) Library Mileage: The Gratiot County Board of Commissioners has requested a snapshot for 2013, 2017 & 2021 of each library mileage supported program to be presented January 18<sup>th</sup> at their board meeting. This will be a point of discussion at the next Gratiot County Library group.
- c) Strategic Planning committee: Allison, Sharon and Justine presented the preliminary plan. Additional discussion will take place at the Library February board meeting.

*New Business:*

- a) Notary: **Motion** by Jennifer with support from Allison **to have Justine look into becoming a Notary with a budget not to exceed \$250.00.** Approved.
- b) Collections Policy & Policy Updates: Policy Reviewed at our February 2022 meeting.

*Agenda Additions:*

- a) Drive-By Incident: Justine informed the board of a recent drive-by incident while Mara was at the library. It was reported to the Post Office, No Bull Graphic Design & the police.
- b) Holiday Closing reminder: 2021: December 24 & 25 & January 31. 2022: January 1. The Library may close, shorten hours, or cancel programs depending on weather or staff issues.
- c) Set 2022 Library Board meeting Dates: 1<sup>st</sup> Tuesday of the month: February 1; March 1 [Annual Meeting]; May 3; July 5; September 6; November 1.
- d) **Motion** by Jennifer with support from Sharon to appoint Allison Vice President of the Library Board. **Approved.**

**Motion** by Allison with support from Sharon to adjourn at 6:04pm. **Approved.**

Minutes by Renee Shaver