

Seville Township Library Special Board Meeting

May 30, 2023

The meeting was called to order at 4:37 p.m. with board members Judy Zimmerman, Sharon Stebelton, Allison Dunlap, Randy Bard, and Renee Shaver; Library Director Justine Peterson and guests Doug and Brenda Brecht.

2. **Motion** by Randy with support from Sharon to accept the minutes as presented. **Approved.**

3. **Motion** by Randy with support from Sharon to accept the minutes from the Special Meeting on 5/4/23 as presented. **Approved.**

4. **Motion** by Judy with support from Randy to accept the Financial Report as presented. **Approved.**

5. *Public Commentary:* Doug Brecht suggests purchasing new “Key Lobes” for our computers to help speed up internet connections.

Motion by Allison with support from Randy to purchase 3 “Key Lobes” at a price not greater than \$30.00 each. **Approved.**

Doug suggested purchasing wireless mouse and Paper White Tablets to loan out as needed. The board asked for a written report at our July meeting regarding price and usage by other libraries in our co-op.

6. **Motion** by Allison with support from Judy to accept the Librarians Report as presented. **Approved.**

8. *Old Business:*

a. **Motion** by Allison with support from Randy to accept the Fiscal Agreement as presented. **Approved.**

b. Randy and Allison offered to work with Justine to find funding for and develop our StoryWalk along the Rail Trail to kick off the Library’s 2024 Summer Reading Program.

9. *New Business:*

a. Policy reviewed included: Progressive Disciplinary Policy and Procedure; Circulation Policy; Privacy Policy; Patron Records and Retention of Records; Search Warrants and Subpoenas; At Will Statement; PayPal/Credit Card Policy; and the Library Privacy Act. It was requested that each policy show updated dates.

b. A Donation Policy will be presented at the July meeting for review.

c. **Motion** by Randy with support by Allison to close the library on July 3 & 4, 2023. **Approved.**

d. The board agreed to host an art contest for our Book Drop Box; parameters at July Meeting.

e. Todd Weller has been hired to paint the library exterior with Westhighland White & Silken Peacock.

10. *Agenda Additions*: The Board reviewed an Incident Report dated 5/16/23. **Motion** by Randy with support from Allison to adjourn at 6:07p.m.

Next Library Board meeting : July 25, 2023 at 4:30 pm. Minutes submitted by Renee Shaver