

Seville Township Library Board Minutes

Annual Meeting

March 25, 2025

The meeting was called to order at 4:32 pm ET. Present were board members: Sharon Stebelton, Allison Dunlap, Becky Fleury, Randy Bard, and Library Director Justine Peterson. Absent were board members Renee Shaver and Judy Zimmerman.

- a) Call to Order
- b) By-Laws – Review and Update
 - a. Amendment – Motion by Randy, Second by Sharon. **APPROVED**
- c) Board Members
 - a. Update the Sumner representative to appointed rather than “up for election”
- d) Budget Adjustments Fiscal Year 2025 - 2026
 - 1. Professional/Contracted Services – high for 2025 – 2026 due to new accounting services set-up and new W2 and Payroll company and updated Township reconciliation fees.
 - 2. Collections – higher for 2025 – 2026 due to new streaming services
 - 3. Total: \$133,440.00
- e) Budget Fiscal Year 2025 - 2026
 - a. **Salary Discussion:** Last raises occurred March 2023. State Min Wage is Currently at: \$10.33/ Cost of Living increase projected at 3.3%.
 - 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
 - 3. 2023 – 2024 hourly wage: \$16.50; 5 days PTO, **BONUS** 5 additional days personal leave
 - 4. 2024 – 2025 hourly wage: \$17.50/hour; 5 days PTO, **BONUS** 5 additional days personal leave
 - 5. 2025 – 2026 hourly wage: \$18.50/hour; 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
 - 3. 2023 – 2024 hourly wage: was updated during the regular board meeting dated 1/3/2023 to \$13.03/hour to accommodate upcoming State minimum wage increases. Increase to \$13.10; 3 days PTO.
 - 4. 2024 – 2025 hourly wage: \$13.60/hour; 3 days PTO
 - 5. 2025 – 2026 hourly wage: \$14.10/hour, 3 days PTO
 - iii. Substitute, {*potentially Jennifer Balcum*}
 - 1. 2021 – 2022 hourly wage: N/A
 - 2. 2022 – 2023 hourly wage: \$10.25

3. 2023 - 2024 hourly wage: \$10.25
4. 2024 - 2025 hourly wage: \$10.50 – budgeted at 4 hr/wk, or 208 hr/year
5. 2025 – 2026 hourly wage: \$12.50 - budgeted at 4 hr/wk, or 208 hr/year

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

Motion by Randy with support from Becky to approve the 2025 - 2026 budget (attached).
APPROVED

Motion by Sharon with support from Randy to adjourn at 5:17 pm ET. **Approved.**