

# Seville Township Library Board Minutes

January 7, 2025

The meeting was called to order at 4:31 p.m. with board members Sharon Stebleton, Allison Dunlap, Randy Bard, Becky Fleury, Renee Shaver, Library Director Justine Peterson, and guests MMLL Board Director Jennifer Balcom, and Seville Township Treasurer Ashlee Gibson-Smith.

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

3. **Motion** by Randy with support from Allison to accept the Treasury Report with the correction of Technology to \$1,717.35 instead of \$8,446.00. **Approved.**

4. Presentation by Ashlee Gibson-Smith: Seville Township is moving their accounting system to BS&A out of Lansing at the cost of \$25,000.00 to \$35,000.00 for the initial move, plus \$8,000.00/year. The library can stay with Roslund, Prestage & Company, PC or move with the township.

5. Presentation by Jennifer Balcom: Information of Fund balances; Assets and Liabilities, Healthy Balance rollovers. It was recommended the library board develop a Fund Balance Policy & long-range plan in written form to be reviewed by an attorney and adopted by the board. This will help with future plans. It was suggested we look at the Library of Michigan Public Library Financial management website. Jennifer will send Justine additional information to share with board members.

6. Public Commentary: See above presentations from Ashlee and Jennifer.

7. Librarian's report: **Motion** by Sharon with support from Randy to accept as presented. **Approved.**

8. Strategic Planning Committee: **Motion** by Allison with support from Sharon that committee will review every other fiscal year starting in 2026. **Approved.**

## 9. Old Business:

- a) **StoryWalk Update**: Installation to start Spring 2025.

## 10. New Business:

- a) Library received a \$500.00 undesignated donation from the Gleaners Life Foundation.
- b) Library Meeting 2025 schedule will be the second Tuesday every other month.
- c) **Motion** by Sharon with support from Becky to move our Library catalog System to Atrium Library Systems at the cost of \$3,460.00 plus an annual fee of \$1315.00; which is less than our current annual payment of \$1717.00. Justine is to call and cancel our current systems provider if possible. **Approved.**

11. Estimate for new Library sign from No Bull Graphix and Apparel: a) \$200.00 for a 1'x8' window cling which lasts approximately 3 years. b) \$1000.00 for a 8'x8' exterior building sign. Board suggests we discuss this in greater detail at our next board meeting .

**Motion** by Randy with support from Becky to adjourn at 6:12 p.m. **Approved.**

**Next meeting:** March 25, 2025 at 4:30 p.m.

Minutes by Renee Shaver