

# Jean Waterloo Lenox Township Library

## Board Meeting Minutes

### June 15, 2023

- I. Call to Order: The meeting was called to order at 6:00 pm June 15, 2023 by Daniel VanDeKerkhove
- II. Roll Call:
  - A. Present: Adrienne Hilmon, Melanie Cochrell, Beth Oakley, Daniel VanDeKerkhove
  - B. Staff: Beth Bogaert
  - C. Absent: Virginia Hofman, Pat Bruen
  - D. Public: none
- III. Approval of Agenda: Motion made by Melanie, second by Beth O. Motion carried unanimously.
- IV. Public comments: none
- V. Secretary's report: approval or minutes May 18, 2023
  - A. Motion to approve minutes from May 18, 2023 made by Melanie, second by Beth O. as corrected. (spelling errors only) Motion carried unanimously.
- VI. Treasurer's report
  - A. The board reviewed the Treasurer's Report for May 2023.
    1. A motion to move \$1,848 from Contingency to State Aid to Coop was made by Melanie, seconded by Adrienne. Motion carried.
    2. Motion to move \$205 from Workshops from State Aid to Coop fund was made by Adrienne, second by Beth O. Motion carried.
    3. Motion to move \$15 from Workshops to Magazines & Newspapers was made by Adrienne, second by Daniel. Motion carried.
    4. Motion to approve Treasurer's report by Beth O., second by Adrienne. Motion carried.
  - B. Bills for May 2023 were reviewed and discussed. Motion to approve the May 2023 bills was made by Melanie, second by Adrienne. Motion carried unanimously.
- VII. Director's report:
  - A. Library Happenings: Reptarium went very well. Drawing class next week for children as well as a lantern craft for adults.
  - B. Dress Code Policy: Dress code updated but no issues with current staff. Motion to approve the updated policy was made by Adrienne, second by Melanie. Motion carried unanimously.
  - C. Fire Alarm System: The board reviewed a quote for a new fire and alarm system from EPS. A quote from Guardian Alarm is in process. Motion made was made by Daniel, seconded by Melanie to enter into contract with EPS for fire and security monitoring services not to exceed a one-time install fee of \$6,375 and monthly service fee of \$85, so long as doing so would remove the need for the AT&T phone line & Guardian is unable to meet or offer a better proposal as deemed by the library director. Motion carried unanimously.

- D. Salary Proposals 2023: Salary Increases were discussed. A motion was made by Melanie, second by Adrienne to approve the proposed increases with the option to revisit pay rates in January. Motion carried unanimously.
  - E. Budget 2023-2024. Board reviewed and discussed the proposed operating budget for FY 23-24. Motion made to approve by Beth O., second by Adrienne. Motion carried unanimously.
- VIII. President's report
- A. Old Business
    - 1. Banking options: Board discussed banking with Genisys Credit Union versus other institutions. A motion was made by Melanie, seconded by Beth O. to allow Beth Bogaert and Beth Oakley to open the high-yield savings account at Genisys Credit Union in the amount of \$250,000 and appointed as "owners" of the account (for the library). Motion carried unanimously.
    - 2. Public Opinion Survey: Over 200 responses, and results were mostly what was expected.
    - 3. New Library, Fact Finding--Status Update: Discussion regarding needs, amount and length of bond. Item to be added to September's agenda.
    - 4. Library of Things--Status update: 3 things added. 1 is checked out. 1 suggestion was made.
  - B. New business: none
- IX. Public Comments: none
- X. Next Meeting: September 21, 2023 at 6:00 pm. Motion made to adjourn at 8:13 pm by Melanie, second by Beth O. Motion carried unanimously.

Respectfully submitted,  
Melanie Cochrell