

**Lenox Township Library
Board Minutes
February 20, 2015**

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:06 p.m. by Mark Goralczyk.

Present: Shirley Drake, Susan Dudgeon, Mark Goralczyk, Lisa Martin, Sylvia Steward
Absent: none
Staff: Karen White-Owens
Guests: none

- II. **Approval of the Agenda:** A motion was made by Steward and seconded by Dudgeon to approve the agenda. Motion carried.

- III. **Public Comment:** none

- IV. **Secretary's Report:** A motion was made by Drake, seconded by Steward to approve the January 2015 minutes. Motion carried

- V. **Treasurer's Report:** Dudgeon reviewed a copy of the report with the board. The report was received and filed. A motion was made to approve the payment of bills for January by Martin, seconded by Drake. Motion carried. A motion was made by Dudgeon, seconded by Martin to move \$1200.00 from Contingency to Repairs and Maintenance. Motion carried.

- VI. **Director's Report:**
 - a. **Trustee Position:** A certified letter has been mailed to Joshua Sawdon regarding his removal from the Lenox Township Library Board. It has not been signed or returned yet. The posting for the open trustee position will be posted in the library, the Village of New Haven and Lenox Township offices, added to library web site and social media sites, and advertised in The Voice paper.
 - b. **Web Site:** The new library web site has more traffic. It includes a calendar of events and the Lenox Township Board minutes are posted in the "About Us" section.
 - c. **Staff Updates:** Anne returned to work following a medical leave. John Lockridge is performing maintenance. Dudgeon asked if Mr. Lockridge is insured and White-Owens will follow up.
 - d. **Storage:** Dr. Wunderlich has a storage area the New Haven Community Schools administration building and has offered The Lenox Township Library to use it with a required donation of an amount yet to be determined. The storage area would only be available during the hours the administration building is open and is located in a locked area on the second floor.

VII. **New Business:**

- a. **Bylaws:** The bylaws of the Lenox Township Library Board of Trustees will be revised to state that three unexcused absences will result in removal from a board position upon a majority vote of the board. A certified letter will be sent to notify a board member who is removed from a position. A draft will be presented at the next meeting based on the verbiage of other library board bylaws.
- b. **Employee Vacation:** Comp time has been used for full-time and part-time staff for approximately a year. Staff members who work more hours than their regularly scheduled hours accrue comp time, which can be used as time off at a later date. The topic of comp time will need to be discussed along with the topic of employee benefits and added to the personnel manual. Goralczyk requested a list of employee benefits for each position and the exact number of vacation hours each employee currently has accrued with the employees' names redacted. A list of employee benefits provided by four Class III public libraries was provided by Martin. White-Owens will contact additional public libraries and request information regarding their employee benefits. Paymaster needs to be contacted to see if benefits can be calculated by their company.

VIII. **Old Business:**

- a. **New Building:** This topic will be discussed at spring meetings. White-Owens stated that grants for the new building are still being pursued.
- b. **Health Care:** This topic will be discussed at the May and June meetings.

IX. **Next Meeting:** Friday, March 20, 2015 at 6:00 p.m.

X. **Adjournment:** On a motion from Steward, seconded by Drake the meeting was adjourned at 7:15 p.m.

Submitted by:

Lisa Martin, Secretary