

Lenox Township Library
Board Minutes
March 20, 2015

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:01 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 Drake to approve the agenda. Motion carried.
- III. **Public Comment:** none
- IV. **Secretary's Report:** A motion was made by Dudgeon, seconded by Steward to approve the February 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 February by Martin, seconded by Drake. Motion carried
- VI. **Director's Report:**
The library will be printing its own letterhead and envelopes as a cost-saving measure. The Frozen tea party was held in the administration building and the cable station recorded the event. Casee Sawdon attended a Kindergarten Round-up at New Haven Elementary School to promote the library. In the fall the Lenox Township Library will provide free tutoring sessions for grades 4-7 for local students. Homework help will be available Monday through Thursday. Martin requested the tutors have background checks done prior to participating in the program. White-Owens said that Paymaster can calculate employee benefits and there is no additional charge for the service.
- VII. **New Business:**
 - a. **Bylaws:** An Add/change under "Article 1 – Members, Sec A." of the Board of Trustees was presented. On a motion from Dudgeon, seconded by Steward the revised "Article 1 – Members, Sec. A" portion of the bylaws were approved as presented. Motion carried.
 - b. **Employee Vacation:** On a motion from Drake, seconded by Dudgeon the revised staff vacation schedule was approved as presented. Motion passed. On a motion from Martin, seconded by Dudgeon the full time employees White-Owens and

Bogart will keep the vacation time they are allotted until the next step of years in service occurs. Motion carried. On a motion from Drake, seconded by Steward, the part-time employees will be grandfathered to keep their current allotted number of vacation days, but will not accrue additional vacation days for years of service. Motion carried. On a motion from Martin, seconded by Dudgeon new part-time hires will receive no additional paid time off. Motion carried. On a motion from Drake, seconded by Steward compensatory time will be eliminated for part-time employees. Motion carried. All compensatory time accrued by staff must be used by the end of the current fiscal year. Staff will get paid or use the compensatory time by June 30, 2015.

- c. **Trustee position:** The open trustee position for the Lenox Township Library Board still needs to be posted.
- d. **Grant status:** White-Owens stated the rural grant was submitted and she is waiting on a response.
- e. **Press releases:** White-Owens stated press releases will be emailed to The Voice listing month events.
- f. **Personnel Policy Manual:** The entire manual will need to be revised, as some of the information is outdated.

VIII. **Old Business:**

- a. **New Building:** This topic will be discussed in April.
- b. **Health Care:** This topic will be discussed at future meetings. Dental and Optical plans will be looked at as well.

IX. **Next Meeting:** Friday, April 17, 2015 at 6:00 p.m.

- X. **Adjournment:** On a motion from Drake, seconded by Steward the meeting was adjourned at 7:30 p.m.

Submitted by:

Lisa Martin, Secretary