

**Lenox Township Library
Board Minutes
September 18, 2015**

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:02 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 June 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 June 2015 by Steward, seconded by Drake. Motion carried. A motion was made to approve the payment of bills for July 2015 by Martin, seconded by Drake. Motion carried. August bills are tabled until October pending the expense report.
- VI. **Director's Report:**
- a. **Sample Surveys:** John Davids sent 2 sample surveys to use in creating a community survey for Lenox and New Haven residents. Surveys can be sent via postcard, survey monkey, social media or an insert in the Voice. 1500 people would receive it in the Voice by zip code and it cost \$70.00. Survey can be added to Lenox's cable network or web site. Printed versions could be available in the Village of New Haven or Lenox Township's offices. Decision tabled to a future meeting as to how to send the survey, although online methods are preferred.
 - b. **Employee Evaluations:** A sample employee evaluation was provided to the board.
 - c. **Library updates:** An express computer is available for non-SLC cardholders with a free guest pass. The patrons using this guest pass must not have previous fines. One Kindle and Two Nooks area available for check-out for patrons to download e-books on Overdrive. Ancestry.com will be available on October 1 for use on library computers. Two storytimes are being added. Jessica will do a storytime on Thursdays at 6:30 p.m. and Cassie does a storytime on Wednesdays for the local preschool. Storytime with Ms. Beth is on Saturdays at 10:15 a.m. with approximately 20 children who attend. Tutoring will start October 1 with

community volunteers. Drop-in tutoring will be available Monday through Thursday from 4:00 to 7:00 p.m. A scavenger hunt took place around town with 10 teens participating. A backpack giveaway took place in September to celebrate Library Card Sign-up Month. The Red Cross donated binders that were also given away to patrons. Food for fines took place with donations going to Haven Place, New Haven Food Pantry and the Elmers Foundation. The Department of Agriculture visited the library regarding a new grant application. They requested financial records and audits from Lenox Township.

VII. **New Business:**

- a. **Trustee Position:** A proposed candidate named Gretchen Stirling will attend October's board meeting.
- b. **Rose Cellar Event:** Martin and Dudgeon sold donated books with a free will donation and \$328.50 was received. The donated books are still being stored at Dudgeon's home and need to be moved. A \$100.00 donation was also received at the duct tape event.
- d. **Landscaping:** The landscaping was updated and the library sign repaired and moved by John Lochridge.
- c. **Bookkeeper:** A professional certified public accountant needs to be hired to replace Janice Labon. They must be licensed, insured and bonded. Nobody on staff is qualified for this position. Possible accountants or accounting firms need to be provided by the next meeting.
- d. **School superintendant:** White-Owens had two room reservation forms signed by the school for upcoming programs with no fees. A written contract needs to be provided for parking and books that are being stored in the administration building.
- e. **Christmas:** Louis' Chop House needs to be contacted to reserve a room. If it is not available, a caterer could be booked for a party in the library.

VIII. **Old Business**

- a. **Building:**
 - i. **Stake Property:** The Gratiot property was staked and completed plans were received.
 - ii. **Expansion of existing building:** A meeting is scheduled with Macomb County Planning. The county person needs to be informed as to what the library's plans are to expand the current building to answer questions about the project.
- b. **FOIA:** The FOIA law changed and a written policy needs to be in place. A toolkit is available from the Michigan Library Association
- c. **Employee Evaluation:** This was presented by White-Owens in the director's report.
- d. **Health Care:** The health care costs cannot be adjusted with the current Blue Cross plan and are based on the employee's age and the size of the group. Martin asked about an 80/20 state insurance law in Michigan that was mentioned by Imlay City's director. White-Owens will ask Mr. Nickerson for more clarification on this law.

IX. **Adjournment:** On a motion from Drake, seconded by Steward, the meeting was adjourned at 7:20 p.m.

Submitted by:

Lisa Martin, Secretary