

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

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:07 p.m. by Mark Goralczyk.  
  
**Present:** Shirley Drake, Susan Dudgeon, Mark Goralczyk, Lisa Martin, Sylvia Steward  
**Absent:** none  
**Staff:** Karen White-Owens  
**Guests:** Phino DeLeon, Gretchen Sterling
- 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 October 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 October 2015 by Martin, seconded by Steward.
- VI. **Director's Report:**
  - a. **2016 Library Board Meeting Schedule and Holiday Schedule:** On a motion from Dudgeon, seconded by Drake the Lenox Township Library Board of Trustees 2016 Meeting Schedule was approved as presented. Motion carried. One a motion from Steward, seconded by Dudgeon the Lenox Township Library 2016 Holiday and Closure Dates were approved as presented. Motion carried.
  - b. **SurveyMonkey:** A sample survey was presented. Discussion took place regarding questions to add/modify/delete. The survey should be finalized in January and contain 10 questions or less. The next step is to test with a small focus group of 10-15 people. SurveyMonkey allows for 100 responses at no charge, but the survey needs additional responses to be effective so payment options will be needed.
  - c. **Closure for December 26, 2015:** A motion was made by Dudgeon, seconded by Steward to close the Lenox Township Library on Saturday, December 26, 2015 without pay for employees.
- VII. **New Business:**
  - a. **Trustee Position:** Qualified candidates Gretchen Sterling and Phino DeLeon were interviewed by the board. A closed session was called at 7:20 p.m. to discuss candidates. Closed session ended at 7:35 p.m. On a 3-2 vote by board members present, Phino DeLeon was chosen to fill the vacancy on the board. On a motion

from Dudgeon, seconded by Drake Philo Deleon was nominated to be a trustee on the Lenox Township Library's Board. Motion carried.

- b. Checking account – check signers:** On a motion from Drake, seconded by Steward the Lenox Township Library's bank account at PNC Bank will add Mark Goralczyk and retain Susan Dudgeon and Karen White-Owens. Motion carried.

VIII. **Old Business**

- a. Bookkeeper search:** No candidates were suggested at this time by the auditors.
- b. Building:** No action will be taken until the SurveyMonkey results come in.
- c. FOIA:** New policy is still being developed based on other library's policies. It should be completed in January 2016.
- d. Health Care:** Tabled.

- IX. **Next meeting:** The next meeting is December 11, 2015 with officer elections. Martin noted the events calendar on the web site still has the meeting listed as December 18, 2015 and needs to be corrected.

- X. **Adjournment:** On a motion from Drake, seconded by Steward, the meeting was adjourned at 7:36 p.m.

Submitted by:

Lisa Martin, Secretary