

**Lenox Township Library  
Board Minutes  
January 15, 2016**

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:10 p.m. by Mark Goralczyk.  
  
**Present:** Phino DeLeon, 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 DeLeon to approve the December 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 December 2015 by Martin, seconded by Steward. Motion carried.
  
- VI. **Director's Report:**
  - a. **FOIA:** A draft of the Freedom of Information Act (FOIA) policy was presented based on the policies from Mount Clemens Public Library and Lenox Township. It was requested that the fees be updated in the policy to reflect the price increase for photocopies.
  - b. **Survey Questions:** A draft of survey questions for SurveyMonkey was presented and edited. The completed survey should include five questions and request the zip code of each participant. A final draft will be voted on at February's meeting. In six months a second survey can go out regarding current library services.
  - c. **Bookkeeper:** Janice Labon would like to retain her position as bookkeeper for the Lenox Township Library. If anything changes, advance notice is requested to give the library ample time to find a replacement. Labon would like to start doing payroll in-house again, but the board is retaining PayMasters.
  - d. **Staff updates:** Casee will receive her Master's Degree in Library Science later this year and is presenting at the 2016 Spring Institute Conference for the Michigan Library Association. She will not need accommodations. Dawn is enrolled in Library Technician classes and will complete her degree at the end of summer.

VII. **New Business:**

- a. **Library funding – current and future:** White-Owens stated the pre-application for the rural grant was submitted November 2015 and it takes one year to process. The actual grant/loan application will be the next step.
- b. **Funding a new building:** Discussion took place regarding whether we can fund a new library building without an additional millage funds.
- c. **Fund Balance:** The fund balance is down compared to last year's amount. Goralczyk requested the end balance of the general fund for the last four years for comparison purposes.
- d. **Signage:** Goralczyk noticed that the blue library sign on Gratiot and New Haven road was not replaced following road construction. White-Owens will contact Macomb County to request the sign be put back in its original location.

VIII. **Old Business:**

- a. **New Building:** Discussion will continue following survey results.

IX. **Next meeting:** The next meeting is February 19, 2016.

X. **Adjournment:** On a motion from Steward, seconded by Dudgeon, the meeting was adjourned at 7:25 p.m.

Submitted by:

Lisa Martin, Secretary