

Lenox Township Library
Board Minutes
February 19, 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 Lisa Martin.

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

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

- III. **Public Comment:** none

- IV. **Secretary's Report:** A motion was made by Dudgeon, seconded by Drake to approve the January 2016 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 2016 by Steward, seconded by Drake. Motion carried. On a motion from Steward, seconded by Dudgeon \$1000.00 was moved from Contingency to Repairs and Maintenance. Motion carried.

- VI. **Director's Report:**
 - a. **Survey Questions:** On a motion from Dudgeon, seconded by Drake, the library survey was approved as presented. Motion carried. A SurveyMonkey link will be posted on the Village of New Haven and Lenox Township web sites and through the Lenox Township Library web site, as well as social media. Mr. Todd Robinson will be asked to post the survey through New Haven Community Schools. Paper copies will be available in the library. The survey will run April 1-April 30. "Survey ends April 30" will be added to the document.
 - b. **Rural Library Loan:** White-Owens received an email from a representative from Rural Development stating she needs to call SEMCOG to get information and add it online.
 - c. **Active Shooter Awareness Program:** White-Owens would like a rep from Homeland Security to speak with staff. No date has been set, but the library would need to close early or open late. This would be in addition to the yearly staff in-service.
 - d. **Library Lighting:** The current library lights will be obsolete in a year or two. White-Owens will apply for a grant from DTE for funds to convert the existing lighting.

e. **2016 Election:** Paperwork was included in the library board packet and the deadline for filing is April 19. A petition with 40 signatures or \$100.00 filing fee is required.

VII. **New Business:**

On a motion from Dudgeon, seconded by Steward, the agenda will be amended to include: FOIA, Library Sign and New Building under Old Business. Motion carried.

VIII. **Old Business:**

- a. **FOIA:** White-Owens stated the FOIA policy is being proofread by Anne.
- b. **Library Sign:** MDOT in Chesterfield is contracted to replace the blue library sign. It will take up to one month to add the item to their agenda.
- c. **New Building:** Project is pending with the rural grant and community survey ongoing. White-Owens states she is looking for additional grants to assist with funding.

IX. **Next meeting:** The next meeting is March 18, 2016.

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

Submitted by:

Lisa Martin, Secretary