

**Lenox Township Library**  
**Board Minutes**  
**March 18, 2016**

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:05 p.m. by 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 February 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 February 2016 by Martin, seconded by Drake. Motion carried.
  
- VI. **Director's Report:**
  - a. **Fifth Third Bank:** On a motion from DeLeon, seconded by Drake the Lenox Township Library account at Fifth Third Bank will be closed and the entire amount will be moved to a CDARs account at Flagstar Bank. Motion Carried. The PNC account had Dudgeon and Himanek as authorized signers. White-Owens and Goralczyk will be added as authorized signers and Himanek removed. Goralczyk requested that White-Owens find out who is a signer on the Flagstar bank account as well.
  - b. **Library Sign:** The library sign has been replaced and is now in the Northwest corner of New Haven Road and Gratiot.
  - c. **Lawn Service:** White-Owens would like to switch lawn services from Imagine Lawn Service to Lenox Township. Mowing only would be provided by Lenox Township for \$500-\$800 per season. No written contract was provided. Bradley will complete the fertilization. A volunteer named Joe will continue to provide flowers.

VII. **New Business:**

- a. **Library Trustee:** Steward is resigning from the board after completing over 25 years of service. June will be her last meeting. Martin will complete the term in November and will not be running for the next term.
- b. **Budget – Moving of Funds:** In October \$500.00 was moved from Contingency to Workshops and in November \$600.00 was moved from Contingency to Misc. Petty Cash without Board approval. Any cash that is moved to and from budget categories must have a separate motion approved by the board. The budget is based on money coming in and each change has to be accounted for. Labon is the only one who updates the budget line item report. Goralczyk requested that White-Owens and the board members look at the bills and budget from November and December for a detailed explanation. On a motion from Dudgeon, seconded by Steward approved the \$500.00 moved from Contingency to Workshops. Motion carried. On a motion from DeLeon, seconded by Drake, approved the \$600.00 moved from Contingency to Misc. Petty Cash. Motion carried.

VIII. **Old Business:**

- a. **FOIA:** White-Owens stated the FOIA policy is still being worked on with additional pages needed. Robert, who did the web site is working on it.
- b. **Library Lighting:** White-Owens stated she is going to complete a DTE grant for lighting.
- c. **New Building:**
  - I. **Grant:** White-Owens states Mary requested comparative loan rates and a narrative.

IX. **Next meeting:** The next meeting is April 21, 2016.

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

Submitted by:

Lisa Martin, Secretary