

**Lenox Township Library
Board Minutes
May 20, 2016**

- 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 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 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 April 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 April 2016 by Martin, seconded by Steward. Motion carried. On a motion from Dudgeon, seconded by DeLeon, \$500.00 was moved from Contingency to Repairs & Maintenance. Motion carried. On a motion from Steward, seconded by Drake, \$10.00 was moved from Supplies and Postage to Public Relations. Motion carried. Goralczyk requested the Treasurer's Report and monthly bills be included in every board packet for review prior to the meeting.

- VI. **Director's Report:**
 - a. **SurveyMonkey:** So far 120 responses were received from the library survey, plus 6-8 paper copies. The question about passing a mileage is receiving a positive response. The survey will run until the end of May and results will be recapped at June's meeting. Goralczyk requested all responses to the survey be included in June's board packet.
 - b. **Staff update:** Casee Sawdon got a new job with Chesterfield Public Library. She will work 20 hours at Chesterfield and continue to work 15-20 hours at the Lenox Township Library.

- VII. **New Business:**
 - a. **Library Budget:** The library budget will be tabled until June's meeting, after revisions are made.

- b. **Employee Salaries:** Salaries need to be reviewed for Bradley, Jessica and Stacey for June's meeting to verify what their actual salary is. The salary schedule has their salaries and raises both listed as less than the current minimum wage. On a motion from Drake, seconded by DeLeon the current salary for all Lenox Township employees, with the exemption of Bradley, Jessica and Stacey will remain the same for the 2016-17 budget year.

VIII. **Old Business:**

- a. **Library Trustee:** A new trustee can be appointed to a vacant position at any time. Library Board elections are not allowed to be staggered, so board elections will remain with the presidential election. The board can only have six trustees, according to the laws in Michigan. White-Owens verified this information with Macomb County Board of Elections.
- b. **Bank – Flagstar Bank:** White-Owens stated this is still in process.
- c. **FOIA:** White-Owens stated the current FOIA policy is now added to the Lenox Township Library web site.
- d. **New Building:**
 - a. **Grant:** White-Owens stated the Lenox Township Library is now eligible for the rural grant and will work on the application over the summer. Mary requested more pictures of the property. The next step is an architect search and White-Owens will ask what the process is for getting bids for an architect. Goraczyk requested this information in writing from Mr. Nickerson. The rural grant amount will be for \$4.5 million.

- IX. **Next meeting:** The next meeting is June 17, 2016. Goraczyk will be absent in June. Martin will chair the meeting and DeLeon will record the minutes for June.

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

Submitted by:

Lisa Martin, Secretary