

**Lenox Township Library
Board Minutes
September 16, 2016**

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:08 p.m. by Goralczyk.

Present: Phino DeLeon, Shirley Drake, Susan Dudgeon, Mark Goralczyk, Lisa Martin, Gretchen Sterling
Absent: none
Staff: Karen White-Owens
Guests: George Drake
- II. **Approval of the Agenda:** A motion was made by Dudgeon and seconded by DeLeon to approve the agenda. Motion carried.
- III. **Public Comment:** Mr. Drake discussed millage limits for the library with Lenox Township and that the library millage appears on the winter Lenox Township tax bill. The level a millage can be raised is a state regulated item. White-Owens stated the library's millage rate is 1.5. Mr. Drake stated the library should compare interest rates of the pending rural loan to a bond from Lenox Township.
- IV. **Secretary's Report:** A motion was made by Drake, seconded by Martin to approve the July 15, 2016 minutes. Motion carried. A motion was made by Dudgeon, seconded by DeLeon to approve the July 28, 2016 special meeting minutes. Motion carried.
- V. **Treasurer's Report:** A motion was made to approve the payment of bills for July 2016 by DeLeon, seconded by Drake. Motion carried. A motion was made by DeLeon, seconded by Drake to approve the payment of bills for August 2016. Motion carried. Payroll reports were presented by Goralczyk from Paymasters for June, July and August 2016. The totals for payroll do not match on the July General Fund, Vendor Summer or Payroll report prepared for the board. The total General Fund summary totals for July and August are not matching the totals from Paymasters. This needs to be researched and corrected.
- VI. **Director's Report:**
 - a. **Macomb Auto and Gratiot Property:** White-Owens stated a visitor from Macomb Auto and Gratiot Property came to the library and said he wants to purchase a parcel of the Gratiot property. He stated he would come to a future meeting. The item is tabled until the board has more information.
 - b. **Architect's fee proposal:** An email was presented in the board packet from John Davids from Stantec stating the rural loan paperwork cannot be completed by their firm and a planner was suggested. Jeff Schroeder from the Macomb County Planning Commission can be contacted, although the paperwork states it must be

complete by a certified architect. The Village of New Haven has an architect on retainer. Goralczyk suggested asking Mary from the rural loans if the next step requires an architect or planner.

- c. **Name Change:** Karen is researching the history of how the Lenox Township Library was formed in the 1940s. This information was requested by Mr. Nickerson to provide instructions as to how to legally change the name of the library.
- d. **Christmas Dinner:** Karen asked if two volunteers can attend the board's Christmas dinner. Discussion ensued and the item was tabled until the next meeting.

VII. **New Business:**

- a. **Building:** Discussion took place by the board regarding how to get a millage/bond issue placed on a ballot. Goralczyk and White-Owens will meet with Ron Trombley and the Lenox Township Treasurer and report back to the board.

- b. **Budget:**

During the last fiscal year there was an overage in the line item for Workshops in the budget. \$1000.00 was allocated for staff workshops and \$1901.34 was spent from July 2015 – June 2016. Goralczyk stated that during this fiscal year the details of upcoming workshop fees need to be discussed with the board before each conference is planned/attended.

Sawdon's hourly rate was changed from \$13.50 to \$15.50 in November of 2015 without board approval. This rate was not reflected on the salary schedule given to the board in May 2016 which listed Sawdon's rate as \$13.50. The raise was not approved by the board therefore is revoked. Effective Monday, July 19, 2016 Sawdon's rate will revert back to \$13.50. White-Owens requested Sawdon's position be changed from clerk to substitute librarian. Item tabled.

- c. **Michigan Libraries for Life Drive:** Martin suggested the Lenox Township Library participate in the Michigan Libraries for Life Drive that informs the community about becoming an organ donor.
- d. **Website:** Board meeting dates need to be added back to the events calendar on the web site. Goralczyk will have a new part of the web site called "Ask the President" and reply to some of the questions from the recent survey.

VIII. **Next meeting:** The next meeting is October 21, 2016.

- IX. **Adjournment:** On a motion from Drake, seconded by DeLeon, the meeting adjourned at 7:55 p.m.

Submitted by:

Lisa Martin, Secretary