

## Lenox Township Library

### Board Minutes

January 20, 2017

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:15 PM by DeLeon.

**Present:** Phino DeLeon, Gretchen Sterling, Shirley Drake, Virginia Hofman

**Staff:** Karen White-Owens

**Absent:** Mark Goralczyk

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

- III. **Public Comment:** None

- IV. **Secretary's Report:** Due to a mistake on the December 19th 2016 minutes the approval was tabled until the February 17th meeting.

- V. **Treasurer's Report:** A motion was made by Sterling and seconded by Drake to approve the payment of bills for November 2016. Motion carried. White-Owens shared a bill for a tax overpayment from Lenox Township for The Foundry in the amount totalling \$6,000.00. To accommodate the payment of this bill the following adjustments were requested to be made to the budget; \$2,900.00 from "contingency", \$713.00 from "supply & postage", & \$750.00 from "equipment". The remainder has already been budgeted for and will allow the bill to be paid. A motion was made by Drake, seconded by Hofman to make the changes. Motion carried A second adjustment request was made by White-Owens to transfer \$200.00 from "mileage" to accommodate for the audit. A motion was made by Sterling, seconded by Drake, to make the changes. Motion carried. A motion was made by Drake and seconded by Sterling to approve the payment of bills for December 2016. There was a question on the ALA fee's of \$300.00, is it a monthly or annual fee. White-Owens will get clarification and provide at the next meeting

**VI. Director's Report:**

**a. Conferences:**

- i. Spring Institute:** Casee is requesting to attend the 2017 function which will take place in Frankenmuth MI. The \$531 fee includes both the entry fee and lodging. It does not include mileage, which will be submitted after. Motion was made by Drake, and seconded by Sterling. Motion carried.
- ii. ALA:** Beth is requesting to attend the 2017 function which will take place in Chicago IL. The \$385 fee is the entry fee only. It does not include mileage, which will be submitted after. Motion was made by Drake, and seconded by Hofman. Motion carried.

- b. Soliciting:** White-Owens to look into the possibility of hanging a "No Solicitation" sign outside the building to prevent any future issues that have happened in the past.

**VII. New Business:**

- a. Board Vacancy Applicant:** White-Owens shared a interested person for the vacant position, but since the president was absent, we tabled making any decision until the next meeting.
- b. Checking Account:** Changes to the accounts are still pending due to the lack of corrected minutes, the secretary will correct this accordingly.

**VIII. Next Meeting:** The next meeting is February 17th, 2017.

**IX. Adjournment:** On a motion by Drake, seconded by Hofman, the meeting adjourned at 7:05 PM

Submitted by:

Phino DeLeon, Secretary