

Jean Waterloo Public Library

Board Minutes

November 17, 2017

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:06 PM by Goralczyk.

Present: Mark Goralczyk, Phino DeLeon, Shirley Drake, Virginia Hofman, Sylvia Steward, Gretchen Sterling

Staff: Karen White-Owens

Guests: Adam Yoffee

Absent: None

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

- III. **Public Comment:** None

- IV. **Secretary's Report:** Due to a mistake on the October 20th 2017 minutes, approval was tabled until the December 8th meeting.

- V. **Treasurer's Report:** A motion was made by Steward, seconded by DeLeon to approve the payment of bills for October. Motion carried.

- VI. **Director's Report:**
 - a. **2018 Library Closures & Board Meetings:**
 - i. The board reviewed the proposed 2018 closure dates. A motion was made by Drake, seconded by DeLeon to approve the schedule. Motion carried.
 - ii. The board reviewed the proposed 2018 board meeting dates. A motion was made by Steward, seconded by Hofman to approve the schedule. Motion carried.
 - b. **Thanksgiving holiday weekend:** A motion was made by Hofman, seconded by Drake to approve closing during the Thanksgiving holiday weekend. Motion carried.

- c. **Christmas dinner:** A location was agreed upon for a library board Christmas dinner. Dinner set to take place after the December board meeting.

VII. New Business:

- a. **Renovation:** Karen shared the results of 2 of the companies that so far have visited the library. There is still 1 more visit to take place. Board will review all details after all companies have shared the proposals to us.
- b. **Elections:** Mark went over the process for filling the executive positions on the board. The board discussed the options and determined who was interested in the positions. A motion was made by Hofman, seconded by Drake to approve closing during the Thanksgiving holiday weekend. Motion carried.

VIII. Old Business:

- a. **Gratiot Property:** The board reviewed the LOI from Macomb Automotive and also discussed the possible lease agreement. Board tabled discussion until next meeting.

IX. Next Meeting: The next meeting is December 8th, 2017.

X. Adjournment: On a motion by Steward, seconded by DeLeon, the meeting adjourned at 7:04 PM

Submitted by:

Phino DeLeon, Secretary