

Jean Waterloo Public Library

Board Minutes

February 16, 2018

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:13 PM by Goralczyk.

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

Staff: Karen White-Owens

Absent: Virginia Hofman

- 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:** A motion was made by Steward, seconded by Sterling to approve the January 2018 minutes. Motion carried.

- V. **Treasurer's Report:** Goralczyk reviewed a copy of the report with the board. The report was received and filed. The January bills were reviewed and discussed. A motion was made by Drake, seconded by Steward to approve the payment of bills for January. Motion carried.

- VI. **Director's Report:**

- a. **Title Change - Clerk to Library Technical Assistant:** White-Owens reviewed a job description with the board, "Cataloger". Along with a revised job description to coincide. To prevent any future issues, a bullet point will be added stating "Additional duties may/will be assigned as necessary". A motion was made by Sterling, seconded by Steward to approve the title change. Motion carried.
- b. **Reallocation of Library funds:** Goralczyk reviewed recommended changes from 2017 audit with the board. We will ensure coverage of annual budgetary needs, while remaining assets will be moved to ensure we are protected and insured.

- c. **Black History Month:** Library will be playing movies (twice daily) with a black history theme all month. The arts & crafts project set to take place next has been filled and due to high demand, they will repeat the project to accommodate those unable to attend.

VII. New Business:

a. Renovation:

- i. White-Owens reviewed two renovation proposals with the board. One an interior plan, the other exterior. Board discussed both options along with costs involved as well as additional options we may want to include. The board composed questions to be addressed at a later meeting.
 - ii. Goralczyk & DeLeon reviewed with the board our meeting with Smart Energy Solutions and the solar energy system proposal. Board discussed the proposal and have requested feedback & testimonials from current clients to be shared and addressed at a later meeting.
- b. 2017-2018 Audit:** Goralczyk reiterated the recommendations from the Library's accounting firm and the allocation of funds.

VIII. Old Business:

a. Gratiot Property:

- i. Goralczyk reviewed a copy of the decision letter sent to Macomb Automotive with the board. It was also stated there are still violations of order taking place. The need for a boundary marker/divider was reiterated and is now considered a high priority.

IX. Next Meeting: The next meeting is March 16th, 2018.

X. Adjournment: On a motion by Steward, seconded by Drake, the meeting adjourned at 7:28 PM

Submitted by:



Phino DeLeon, Secretary