

Jean Waterloo Public Library

Board Minutes

March 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 6:16 PM by Goralczyk.

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

Staff: Karen White-Owens

Absent: Shirley Drake

- II. **Approval of the Agenda:** A motion was made by Steward, seconded by Sterling 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 February 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 February bills were reviewed and discussed. A motion was made by Sterling, seconded by Steward to approve the payment of bills for January. Motion carried. White-Owens made an adjustment request transfer of \$100.00 from "Contingency" to "Magazines" within the expenses budget. A motion was made by Hofman, seconded by Sterling, to make the changes. Motion carried. A second adjustment request was made by White-Owens to transfer \$800.00 from "contingency" to "Online Database" within the expenses budget. A motion was made by Steward, seconded by Sterling, to make the changes. Motion carried.

- VI. **Director's Report:**
 - a. **Reallocation of Library funds:** No changes will be made until May's board meeting.
 - b. **Active Shooter Training:** On April 11th the library will be closed for staff development, which will include an active shooter training program as well as new employee training.

- c. **Happenings:** Library will be holding an easter egg hunt set to take place the Saturday after Easter Sunday. A mystery title book promotion is currently taking place to coincide with mystery novel month. Patrons can borrow mystery titles based solely on a simple description on the outside envelope. The next arts & crafts project planned will be book angel foldings & again the class has already been filled. Two grant requests have been made, the funds, if awarded, will allow the library to create an outreach program aimed toward students and seniors. As well as provide funding for the tutoring program which currently is being provided on a volunteer basis.

VII. New Business:

- a. **Renovation:** White-Owens will determine the requirements for posting notices for work quotes to the library. Discussions also took place about the excusal of trustee voting based on relationships with vendors placings bids for work.

VIII. Old Business:

- a. **Gratiot Property:** Goralczyk reviewed a copy of the quotes from Biondi Construction for a fencing installation on the south side of the Gratiot property. Unfortunately the quote was for more sq. ft. than necessary as well as the materials. DeLeon will determine a specific distance and request the quotes be revised with the new criteria.

IX. Next Meeting: The next meeting is April 20th, 2018.

X. Adjournment: On a motion by Steward, seconded by Sterling, the meeting adjourned at 7:06 PM

Submitted by:



Phino DeLeon, Secretary