

Jean Waterloo Lenox Township Public Library

Board Minutes

May 15, 2020

I. Call to Order: The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:20 PM by DeLeon.

Present via Zoom: Kathleen Andrews, Phino DeLeon, Adrienne Hilmon, Virginia Hofman, Gretchen Sterling

Present via phone: Sylvia Steward

Staff via Zoom: Beth Bogaert

Absent: None

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

III. Public Comment: None.

IV. Secretary's Report: The Secretary's Reports for the amended March regular meeting and April regular meeting were reviewed. A motion was made by Andrews, seconded by Steward to approve the amended March meeting minutes. Motion carried. The March Emergency meeting minutes were tabled until the June meeting. A motion was made by Steward, seconded by Andrews to approve the April meeting minutes. Motion carried.

V. Treasurer's Report: Andrews reviewed a copy of the March report with the board. The report was received and filed. The February, March, and April bills were reviewed and discussed. A motion was made by Andrews, seconded by Steward to approve the February bills. Motion passed. A motion was made by Andrews, seconded by Sterling to approve the March bills. Motion passed. A motion was made by Steward, seconded by Hofman to approve the April bills. Motion passed. Andrews updated the board on the bank statements she reviewed.

VI. Director's Report:

- a. **LSTA Grant Received:** Beth Bogaert presented information about the LSTA grant the library received. Bogaert also provided information regarding grants the library has applied for and will apply for other grants as they become available.
- b. **Library Budget for FY 2020-2021:** Bogaert presented a budget to the board for the fiscal year 2020-2021. The board voiced concerns about the impact the COVID-19 pandemic may have in the future on funding and the budget. Bogaert will present a revised budget at the June meeting.
- c. **Staff Salary Increases:** Bogaert provided a salary increase proposal for library staff. The board discussed possible adjustments that need to be made to account for any funding decreases due to COVID-19 pandemic. Bogaert will present a revised salary proposal at the June meeting.

VII. New Business:

- a. **Library Closure:** The library remains closed due to the outbreak of COVID-19 per Governor Whitmer's executive orders. The Stay Home, Stay Safe order is set to expire May 28, 2020. Bogaert discussed with the board the plans in place to keep patrons and staff safe when the library can reopen. Bogaert also briefly discussed Families First Coronavirus Response Act (FFCRA) and furlough options.

VIII. Next Meeting: The next meeting is June 19th, 2020.

IX. Adjournment: On a motion by Steward seconded by Hofman, the meeting adjourned at 7:43 PM.

Submitted by:

Adrienne D. Hilmon

Adrienne D. Hilmon, Secretary