

Jean Waterloo Lenox Township Public Library

Board Minutes

September 18, 2020

AMENDED

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Jean Waterloo Lenox Township Public Library was called to order at 6:04 PM by Hilmon.

Present: Kathleen Andrews, Adrienne Hilmon, Virginia Hofman, Sylvia Steward

Staff: Beth Bogaert, Lynn Couck, Debby Kitchen, Dawn Lochridge, Beverly Summers, and Anne Wall.

Public: Linda Strunk

Absent: Phino DeLeon

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

- III. **Public Comment:** Many of the library staff was present for the meeting and asked to speak to the board. A member of the community was also present to have her opinion heard. Letters of appreciation to the library from members of the community were also presented to the board.

- a. **Summers:** Thanked the board and communicated how much she cares about the library and its staff. Expressed how much of an upset and shock it was for Karen White-Owens to resign in the spring. Asserted Beth Bogaert did a wonderful job filling her shoes and keeping things in order during the lockdown and reopening process. Summers declared Bogaert should be the library director.
- b. **Kitchen:** Expressed how proud she is of Bogaert for taking the directors position during such a hard time. Shared with all present that she hopes Bogaert becomes the permanent director.
- c. **Strunk:** Explained she is a patron of the library and gave some history of her experience there, all positive. She communicated how hard the staff works and how helpful they are to her. Shared that Bogaert has always gone above and beyond. Strunk said Bogaert is an especially hard worker and deserves to be library director.
- d. **Lochridge:** Said Bogaert deserves the director's position because she really stood-up after White-Owen's resignation and through all the COVID crisis. Expressed that Bogaert took charge in places others did not want to do so.

- e. **Wall:** Shared the fact she has worked at the library for 16 years and has watched its many changes over time. Asserted Bogaert has done an excellent job and agrees with the sentiment of everyone else who has spoken.
 - i. After everyone had the chance to speak, board members thanked them for their time and sharing their thoughts. Hilmon asked if there was anything further before moving on with the meeting, Summers said they all wanted to see Bogaert get offered the position. Andrews explained that the board was required to post the position for a period of time, both publicly and internally. Andrews continued to explain the board president was drafting the posting to review this meeting, but unfortunately was not present. Andrews stated that hopefully after the next meeting the posting would go up and expressed the boards desire to have Bogaert apply for the position officially.
- IV. **Secretary's Report:** A motion was made by Steward, seconded by Andrews to approve the July 17, 2020 minutes. Motion carried.
- V. **Treasurer's Report:** Andrews reviewed a copy of the report with the board. The report was received and filed. The July and August bills were reviewed and discussed. A motion was made by Andrews to approve July's bills and seconded by Steward. Motion carried. A motion was made to pay July's bills by Andrews and seconded by Hofman. Motion carried. A motion was made by Andrews to approve August's bills and seconded by Steward. Motion carried. A motion was made to pay August's bills by Andrews and seconded by Hofman. Motion carried.
- VI. **Directors Report:**
 - i. Staff member Sue quit to move to another state. When asked if another hire was immediately needed, Bogaert said they can manage without replacing her at once.
 - ii. Library attorney said to contact Denise about name change. She said a DBA would be easier than officially changing the library name. Auditor is looking into if library can legally have DBA and will report back.
- b. **Library Happenings:**
 - i. STEAM and craft kits made available to patrons to pick-up.
 - ii. Library continues to host a virtual story time.
 - iii. A winter reading program (like summer reading) is in the works.
 - iv. In October the library will host a pumpkin carving contest.
 - v. The re-opening plan has expanded to the discussion of starting with small-group in-house adult programming. Programs are being planned and their out-come will determine further reopening procedures.

VII. New Business:

- a. **Correcting Motion to Fund Toilet Replacement:** Hilmon stated that which budget was to be used on the motion to fund the toilet replacement was not direct and needed clarifying.
 - i. Andrews made a motion to pay for the new toilet with funds from the 2019-2020 budget, as it was approved in that fiscal year. Hofman seconded the motion. Motion passed.
- b. **Board of Trustees Election:** Andrews explained the date to file paperwork to be on the ballot for the 2020 election of library board directors has passed. Explained the processed to file an intent to be a write in candidate and how to form a candidate committee.
- c. **Board Member Stepping Down:** The email received by board members from Sterling stating her intent to step-down and not seek re-election was discussed. Bogaert said she would pull the last posting for a board member vacancy, update pertinent information, and repost for the public in the next month.
- d. **Vacant Library Director Position:** Bogaert said she had a copy of the previous job posting used to fill a vacant director's position at the library. Bogaert stated she would ensure all board members received copies of that posting leading up to the next board meeting. Discussion then tabled until DeLeon could be present with the posting he was drafting for said position.

VIII. Next Meeting: The next meeting is October 16, 2020.

IX. Adjournment: On a motion by Hofman, seconded by Steward, the meeting adjourned at 6:44 PM.

Submitted By:

Kathleen Joy Andrews

Kathleen Joy Andrews, Treasurer