

Jean Waterloo Lenox Township Public Library
Board Minutes
March 20, 2020

1. 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 DeLeon.
Present: Phino DeLeon, Adrienne Hilmon
Present via phone: Kathleen Andrews, Virginia Hofman, Sylvia Steward
Staff: Beth Bogaert
Absent: Gretchen Sterling
2. Approval of the Agenda: A motion was made by Hofman, seconded by Hilmon to approve the agenda. Motion carried.
3. Public Comment: None.
4. Secretary's Report: The Secretary's Reports for January, February and March emergency meetings were reviewed. The minutes for all meetings were tabled until the April board meeting.
5. Treasurer's Report: Andrews reviewed a copy of the report with the board. No bill pay documentation was presented.
6. Director's Report:
 - a. Library Happenings: The outbreak of COVID-19 has closed the library. Beth Bogaert contacted the staff and reported that everyone is doing well. Bogaert also reported a locksmith has rekeyed the library.
7. New Business:
 - a. Interim Director Position: A motion was made by Andrews, seconded by Hofman to declare Beth Bogaert the Interim Director of the Jean Waterloo Lenox Township Public Library. Motion passed.
 - b. Beth Salary Increase: A motion was made by Steward seconded by Andrews to increase Beth Bogaert's salary to \$25.13 an hour beginning March 14, 2020. Motion carried. A motion was made by Andrews seconded by Hilmon to retroactively activate \$5.00 an hour raise for prior 3 weeks to give Beth Bogaert a total of \$600.00. Motion carried.
 - c. Address Karen's Compensation Post-Resignation: The board addressed the resignation of Karen White-Owens. The board will prepare to adjust departure compensation for White-Owens based on employee handbook.
 - d. Library Closure Timeline: As of the emergency meeting on March 14, 2020, the library has been closed due to the COVID-19 pandemic. A motion was made by Andrews, and seconded by

Steward to continue the closure for the recommended time, and to reopen on April 6, 2020. Motion carried.

- e. Staff Compensation: Due to the closure, a motion was made by Steward, and seconded by Andrews to pay the staff their hours scheduled up to April 6, 2020. Motion carried.
 - f. Key Distribution List: Board members received a list of employees who need keys to access the library. New keys will be distributed once copies are made.
 - g. New Director Search: The board will take the necessary steps to begin an active search for a permanent library director after COVID-19 pandemic, and library resumes normal operations.
8. Old Business:
- a. Begin completing necessary upgrades and repairs for bathroom.
 - b. Check the status of the library name change and what is needed to complete the change.
 - c. Begin the process of creating signage to be placed at the new library site.
 - d. Secure library funds in new accounts.
9. Next Meeting: The next meeting is April 17th, 2020.
10. Adjournment: On a motion by Hofman, seconded by Steward, the meeting adjourned at 8:12 PM.

Submitted by:
Adrienne D. Hilmon, Secretary