

Jean Waterloo Lenox Township Library
Board Meeting Minutes
January 18, 2024

1. Call to Order: The meeting was called to order at 6:08 pm by Daniel VanDeKerkhove.
2. Roll Call:
 - a. Present: Adrienne Hilmon, Pat Bruen, Daniel VanDeKerkhove and John Notte
 - b. Absent: Melanie Cochrill and Beth Oakley
 - c. Staff: Beth Bogaert
3. Motion by John to approve the agenda. Seconded by Adrienne. and approved.
4. Public comments on agenda items: None.
5. Secretary's report: Motion to approve the report by Adrienne and seconded by John. Approved unanimously.
6. Treasurer's Report:
 - a. Motion to approve the report by Adrienne. Seconded by Pat and carried unanimously.
 - b. Motion to approve payment of bills by John. Motion seconded by Adrienne and passed unanimously.
7. Director's Report:
 - a. Library Happenings
 - i. Scavenger Hunts: We're currently running a passive scavenger hunt. Anyone who would like can find all the gingerbread people hidden around the library. A sticker is the reward for completing the scavenger hunt. We will be doing another, similar scavenger hunt in February that highlights Black History Month.
 - ii. Take n' Make Crafts: We will be having these on alternating Tuesdays through at least February. Kids will be making a thaumatrope next week, Tuesday, which is a spinning toy that creates an optical illusion.
 - iii. Art Show: We're currently distributing canvas for the Art Show we're running. It's targeted for kids in K-12. Canvases can be picked up until January 31st and need to be returned to the library by February 9th so that we can display them.
 - iv. Lego Legends: We'll be holding a Lego building program once a month, beginning on February 6. The current plan is to give the kids challenge prompts and they'll attempt to build.
 - v. Speaking for Success: The Confident Communicators Toastmasters Club will present a session on public speaking on Wednesday, January 24, at 6pm.
 - b. Revised Leave Time Policy Updates:
 - i. The '30 hour/pay period' requirement for staff members

was removed from the policy. This will allow for every employee to accrue personal time of some sort.

- ii. Sick time for part-time employees is a new addition to the policy. They shouldn't have to use vacation time
- iii. Comp time has always been a tool that we've used here but it was never included in written policy. According to Michigan State Law, employees who work in excess of 40 hours a week must be compensated at no less than 1.5 times their normal rate. The library has never paid overtime based on my understanding, presuming that no one works over 40 hours a week. I'll also have to work with Mr. Nickerson to draft a document for Casee and I to sign saying that we will accept compensatory time in lieu of overtime payment, as is the law as well.

c. Kanopy

- i. In the fall, I saw some conversation on social media about potentially adding Kanopy to our digital offerings. I reached out to the contact given to me by SLC.

8. President's Report

a. Old Business

- i. Reviewed landscape proposals - no current action
- ii. Waiting for return call from Lombardo
- iii. Voting for officers for 2024. Nominated and voted on via secret ballot
 - 1. President- Daniel VanDeKerkhove
 - 2. Secretary - Pat Bruen
 - 3. Treasurer - Beth Oakley

b. New Business: None

9. Public Comments - None

10. Our next meeting is scheduled for February 15, 2024 at 6:00 pm.

11. Motion to adjourn at 7:06 pm by Adrienne. Seconded by John and carried.

Respectfully submitted, Pat Bruen, Secretary