

Jean Waterloo Lenox Township Library
September 21, 2023 – 6:00pm
Meeting Minutes

1. Call to Order at 6:00pm by Pat Bruen.
2. Roll Call
 - a. Present: Pat Bruen, Melanie Cochrill, Beth Oakley, Adrienne Hilmon;
 - b. Absent: Daniel VanDeKerkhove;
 - c. Staff: Beth Bogaert
3. Approval of the Agenda: Prior to approval of the agenda, the board acknowledged the passing of Virginia Hofman and recognized her years of service to the Jean Waterloo Lenox Township Library. A motion to approve the agenda was made by Melanie, seconded by Beth O. Motion carried.
4. Public Comments on Agenda Items: None
5. Secretary's Report
 - a. The minutes from June 15, 2023 were reviewed. A motion to approve the minutes with minor corrections (grammar/spelling) was made by Beth O., seconded by Adrienne. Motion carried.
 - b. The minutes from the August 24, 2023 special meeting were reviewed. A motion to approve the minutes as presented was made by Melanie, seconded by Adrienne. Motion carried.
6. Treasurer's Report
 - a. Acceptance of Treasurer's Report
 - i. June Report: The report for June was reviewed. A motion to move \$90.00 from Misc/Petty Cash to Bookkeeper was made by Adrienne, seconded by Melanie. Motion carried. A motion to move \$138.92 from Misc/Petty Cash to Adult Books was made by Melanie, seconded by Adrienne. Motion carried. A motion to accept the amended June report was made by Melanie, seconded by Beth O. Motion carried.
 - ii. July Report: The report for July was reviewed. A motion to accept the presented report was made by Beth O., seconded by Melanie. Motion carried.
 - iii. August Report: The report for August was reviewed. A motion to accept the presented report was made by Adrienne, seconded by Melanie. Motion carried.
 - b. Approval of Payment of Bills
 - i. June Bills: The bills for June were reviewed. A motion to approve the bills for June was made by Beth O., seconded by Adrienne. Motion carried.
 - ii. July Bills: The bills for July were reviewed. A motion to approve the bills for July was made by Beth O., seconded by Adrienne. Motion carried.

- iii. August Bills: The bills for August were reviewed. Beth B. explained why some bills appeared to have been overpaid and presented the board with a corrected copy of the report outlining the bills. A motion to approve the corrected bills for August was made by Adrienne, seconded by Melanie. Motion carried.

7. Director's Report

- a. Library Happenings: Adult Book Club consistently has 3-5 participants. The October book choice is The Guest List by Lucy Foley. Story Time started on Sept. 6 and has a good turnout – Ms. Lisa's preschool class will be joining us every Wednesday beginning in October. Fire Chief Steir will be doing a special fire safety story time on October 25. Beth B. will attend the Michigan Library Association Annual Conference in Kalamazoo from Oct. 18-20. Our next meeting falls on the 19th but Mr. Nickerson, the attorney, has verified that Beth B. can attend remotely.
- b. Summer Reading Wrap-Up: We had 73 youth and 19 adults register for summer reading this year. Our youth participants read 31,709 minutes. We had 56 programs, and 772 program attendees.
- c. Main Entrance Upgrades: Anderson Door will be mechanizing the front door on Sept. 27 & 28. The Michigan Township Participating Plan grant application was reviewed and submitted on Sept. 5. Recipients will be notified after October 31.
- d. DVD Circulation Rules Update: DVD checkout limit will change from 4 DVDs per card to 8 DVDs with a max of 4 new release DVDS per card.
- e. Staff In-service: The inservice will be Monday, October 9 at the library. These meetings take place annually, though Beth B would like to hold two a year. Staff will review circulation practices and personnel policies.

8. President's Reports

- a. Old Business: None
- b. New Business
 - i. Board Trustee Appointment: Due to unforeseen circumstances, the candidate could not make the meeting. The board decided to invite the applicant to the October meeting. Item tabled until October.

9. Public Comments / Announcements: Faith Macomb United Methodist Church will hold a Drive Thru Turkey Dinner on October 28, from 4pm-7pm. The price will be \$16/meal. If anyone is interested, please let Pat know by October 19. A Community Dinner will be held on Friday, November 17, from 6pm-8pm.

10. Next Meeting – *October 19, 2023 at 6:00pm*

11. Meeting Adjournment: A motion to adjourn the meeting at

7:31pm was made by Beth, seconded by Adrienne.

Submitted by: Beth Bogaert