

Jean Waterloo Lenox Township Public Library
Regular Board Meeting Minutes
January 15, 2021

1. Call to Order: at 6:03 pm
2. Roll Call
 - a. Present: Adrienne Hilmon, Patricia Doherty, Sylvia Steward, Daniel VanDeKerkhove
 - b. Absent: None
 - c. Staff: Beth Bogaert
3. Approval of the Agenda: A motion was made by Sylvia Steward, and seconded by Patricia Doherty. Motion approved
4. Public Comments: Phino DeLeon, Virginia Hofman present, no comments Reports
5. Secretary's Report: Approval of the minutes
 - a. September 18, 2020 with amended minutes: A motion was made by Sylvia Steward, and seconded by Patricia Doherty. Motion approved, one abstained.
 - b. October 16, 2020: A motion was made by Sylvia Steward, and seconded by Patricia Doherty. Motion approved, one abstained.
 - c. No November meeting minutes due to lack of quorum.
 - d. December 11, 2020: Tabled to be amended for next meeting.
6. Treasurer's report/financial business
 - a. December 2020 tabled to February meeting treasure's report
 - b. October 2020: resolution with salaries: no extra payment, clerical anomaly.
 - c. A motion was made by Daniel VanDeKerkhove, and seconded by Sylvia Steward. Motion approved.
 - d. November, 2020: Suburban coop issued rectified.
 - i. A motion was made by Sylvia Steward, and seconded by Daniel VanDeKerkhove. Motion approved.
 - e. December, 2020: Locksmith for bathroom. A motion was made by Sylvia Steward, and seconded by Daniel VanDeKerkhove to approve. Motion approved.
7. Librarian's report
 - a. Staff contracted covid 19 and all in quarantine, staff doing all right and no one else reporting systems.
 - i. Deep clean to clean library, all staff going back next week.
 - ii. A motion was made by Sylvia Steward, and seconded by Patricia Doherty to pay staff from January 10 to January 15, 2021. Motion approved.
 - iii. A motion was made by Patricia Doherty, and seconded by Sylvia Steward to pay staff from January 16, and January 19, to January 23, 2021 with the caveat that staff will

report to work earlier than January 23, 2021. Motion approved.

- b. Dawn Lochridge and Casee Talley-Hill pay raise. Table pay raise until March to obtain salary step in Appendix C pay scale.
- c. New Copy Machine: Three options for copy machines. One accepts card payments, two does not accept card payment. All accept coin payments. Money will not come out of budget, but from centralized purchasing by SLC.
 - i. A motion was made by Patricia Doherty, and seconded by Daniel VanDeKerkhove to purchase the Copystar CS3552ci from elite with new coin machine and with card add on: \$5960.00. Motion approved.
- d. Library Happenings:
 - i. SLC with cooperation with the County metroparks to issue libraries in country with hotspots, and Lenox Library will be issued 10 internet hotspots. Will have them by February, 2021.

8. Old Business

- a. President's report
 - i. Treasurer Search update:
 - 1. A member of community and former board member, Phino DeLeon has expressed interest in the board position. A motion was made to continue the search by Patricia Doherty, seconded Sylvia Steward. Motion carried.
 - ii. Property Clean up
 - 1. Cleaning the brush on Gratiot property, scheduled to be completed by the beginning in March or sooner.

9. New Business

- a. President's report
- b. Updated bylaws Appendix E:
 - i. Tabled until February meeting for amendments.
- c. Library Board Calendar:
 - i. Library Board Calendar of Events to keep track of budget reviews, ballot for elections, etc. in Google Docs.
- d. Budget Review:
 - i. July 2020 budget review completed.
 - ii. August 2020 budget review completed.
 - iii. September 2020 budget review completed.
 - iv. October 2020 budget review completed.
 - v. November 2020 budget review completed
 - vi. Budget for repairs and maintenance
 - 1. Transfer \$1000 from Equipment Budget to Repairs and Maintenance.

- a. A motion was made to Transfer \$1000 from Equipment Budget to Repairs and Maintenance by Patricia Doherty, seconded Daniel VanDeKerkhove. Motion carried.
 - e. Committee reports
 - i. No Committee reports
- 10. Announcements
 - a. Audit reports by February meeting.
- 11. Next Meeting
 - a. February 19, 2021 at 6 pm. Place is TBD.
- 12. Adjournment
 - a. Motion to adjourn by Sylvia Steward and seconded by Daniel VanDeKerkhove at 7:50 pm. Motion carried. Meeting adjourned.

Submitted to the best of my recollection, Patricia Doherty
Secretary