

Jean Waterloo Lenox Township
Library Board Meeting Minutes
March 16, 2023

1. Call to Order: The meeting was called to order at 6:03 pm by Daniel VanDeKerkhove.
2. Roll Call:
 - a. Present: Adrienne Hilmon, Pat Bruen, Daniel VanDeKerkhove, Virginia Hofman and Beth Oakley. Absent: Melanie Cochrell.
 - b. Staff: Beth Bogaert.
3. Daniel requested Agenda be amended to include discussing Withdrawn Items under New Business. Motion to approve amended Agenda by Beth and seconded by Pat. Motion carried.
4. There were no public comments on the agenda items.
5. Secretary's Report
 - a. Motion to approve by Adrienne and seconded by Virginia. Motion carried with Beth abstaining as she was absent at the meeting.
6. Treasurer's Report.
 - a. Motion to move \$400 from contingency fund to audit by Pat and seconded by Beth O. Motion carried.
 - b. Beth O. read the treasurer's report.
 - c. Beth B. will check on finding better rates of return on our current savings accounts.
 - d. Motion to accept treasurer's report by Adrienne and seconded by Virginia. Motion passed.
 - e. Moved by Pat and seconded by Beth O. to approve the bills. Motion carried.
7. Director's report:
 - a. Beth reported on upcoming events as follows: March 18th will be an Elephant and Piggy party for kids, March 22 will be a craft night, March 24th will be a movie night and the Easter party will be held on April 15th.
 - b. Beth will be on vacation from March 30th to April 14th. In her absence we will contact Cassie with any questions. Since Virginia and Daniel will not be available for our April meeting, we need to let Cassie know if anyone is not able to attend the next meeting so that we can be assured of a quorum.
8. President's report:
 - a. Old business
 - i. Beth provided Library Staff Job Descriptions. We need to also have a job description for the Library Director.
 - ii. Beth provided an updated proposed Step Pay Scale. Beth O. moved to use the guidelines for Step Pay Scale as presented with additional language to define a Step as a period of two years. Seconded by Adrienne and carried.
 - iii. We reviewed a form for the staff to evaluate the Library Director. Motion by Beth O. and seconded by Pat to accept the form as presented. Motion carried. Forms will be completed and given to the secretary.
 - iv. We are using Jot Form at a cost of \$49 per month. The Public Opinion Survey is currently being placed in various spots within the community. We currently have 92 responses. We

will close out the survey the end of May and discuss results at the June meeting.

- v. Discussion of the Town Hall/Needs Assessment to be tabled until the June meeting after we have the results from the survey.

b. New business

- i. As Daniel will not be available for the April meeting it will be chaired by the secretary in accordance with our Bylaws.
- ii. Beth explained how it is determined when books are withdrawn from circulation - mostly as a result of usage history.

9. Public Comments - none.

10. Our next meeting is scheduled for April 20, 2023 at 6:00 pm.

11. Motion to adjourn at 7:34 pm by Virginia. Seconded by Adrienne and carried.

Respectfully submitted,

Pat Bruen, Secretary