

Jean Waterloo Lenox Township Library  
Board Meeting Minutes  
June 20, 2024

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, John Notte, Beth Oakley and Melanie Cochrell
  - b. Staff: Beth Bogaert
3. Motion by Melanie to approve the agenda as amended. Seconded by John and approved unanimously.
4. Public comments on agenda items: None.
5. Secretary's report:
  - a. Motion to approve the May 16th minutes by Melanie and seconded by John. Approved unanimously.
6. Treasurer's Report:
  - a. Motion to approve treasurer's report by Pat. Motion seconded by Melanie and approved unanimously.
  - b. Motion to approve payment of bills by Beth O., seconded by Melanie and approved unanimously.
7. Director's Report:
  - a. Library Happenings.
    - i. A tree on the Main Street side of the property was struck by lightning on June 5. Axpert Trees removed the damaged tree and another dead tree on the adjacent property.
    - ii. Beth B. will be out of the office from June 28-July 8 to attend the ALA Annual Conference in San Diego. Dawn Lochridge will be the main point of contact during this time. Beth B. also received a stipend of up to \$1,600 to attend the conference from the Library of Michigan. Reimbursement for this stipend is contingent upon submission of a brief presentation of what was learned during the sessions.
    - iii. Mike Kirsten, who heads the Kids Drawing classes, has created art for Philomena. We are making stickers from

the art, using it for promo, and planning on holding a coloring contest with the designs he provided in September.

- iv. We've received initial paperwork from Buss & Co. to begin the audit process for FY 2023-2024. The collection process will begin in August/September.
- b. FY 23-24 Budget Adjustments as a result of the purchase of the adjacent property on Main Street as follows (from \$391,750 to \$590,100):
- i. It was moved by John and seconded by Melanie to adjust the amount used from Property Taxes from \$353,000 to \$502,300. Motion carried.
  - ii. Moved by Adrienne and seconded by Beth P. to adjust the amount used from Donations from \$250 to \$300. Motion approved.
  - iii. Moved by Beth B. and seconded by Melanie the amount used from Interest be adjusted from \$10,000 to \$60,000. Motion carried.
  - iv. Moved by Melanie, seconded by Adrienne to adjust the amount from Penal Fines from \$7,000 to \$7,900. Motion carried.
  - v. Moved by Melanie, seconded by Adrienne to adjust the amount used from State Aid from \$11,000 to \$9,100. Motion carried.
  - vi. Moved by Melanie and seconded by John to adjust the amount in Contingency from \$4,000 to \$242,500. Motion carried.
  - vii. Motion by Melanie to move \$1,300 from Automation to Contingency. Seconded by Adrienne and carried.
  - viii. Moved by Melanie and seconded by Adrienne to move \$900 from Bookkeeping to Contingency. Motion passed.
  - ix. Melanie made a motion to move \$2,250 from Children's Books to Contingency. Seconded by Adrienne and carried.
  - x. Motion by Melanie and seconded by Adrienne to move \$3,250 from Equipment to Contingency. Motion carried.
  - xi. Melanie moved and Adrienne seconded that \$1,000 be moved from Building Insurance to Contingency. Motion approved

- xii. Motion by Melanie and seconded by Adrienne to move \$4,000 from Health Insurance to Contingency. Motion carried.
- xiii. Motion by Melanie and seconded by Adrienne to move \$600 from Magazine & Newspaper to Legal. Motion approved.
- xiv. Melanie moved, seconded by Adrienne, to move \$200 from Magazine & Newspaper to Contingency. Motion carried.
- xv. Moved by Melanie and seconded by Adrienne to move \$2,750 from Non-print Materials to Contingency. Motion carried.
- xvi. Motion by Melanie, seconded by Adrienne to move \$1,000 from Programming to Contingency. Motion approved.
- xvii. Motion by Melanie and seconded by Adrienne to move \$16,500 from Salaries to Contingency. Motion approved.
- xviii. Motion by Melanie and seconded by Adrienne to move \$1,000 from Supplies & Postage to Contingency. Motion carried.
- xix. Melanie made a motion to move \$4,250 from Utilities to Contingency. Seconded by Adrienne and passed,
- xx. Motion from Melanie, seconded by Adrienne to move \$750 from Workshops to Contingency. Motion carried.
- xxi. Beth B. presented proposed salary increases at 3.5%. It was moved by Melanie and seconded by Pat to approve salary increases at 5% for the next fiscal year. Motion approved unanimously.
- xxii. Beth has researched Niche Academy which is an online learning platform. After discussion it was determined not to be essential at this time.

## 8. President's Report

### a. Old Business

- i. Daniel and Beth have been in discussion regarding the Seifferlein property. Although Ms. Seifferlein may be amenable to an easement, if tastefully done, she is not open to selling the property.
- ii. Regarding the Expansion Exploration Committee, we need to figure out the process. Do we join the property first or present plan and then join the property? Melanie will get

the ball rolling. Also looking to get approval to use the back parking lot from New Haven Community Schools. Variances for parking are extremely important. We are also looking to get an article in the news regarding the Expansion Exploration Committee to make the public aware of our existence and value to the community.

9. New Business:

- a. We discussed the lighting in the building and need to get some ballasts replaced and change bulbs so that the lights are all the same color. Beth was also asked to get quotes for changing lights to LED and interior painting to brighten up the inside.

10. Comments /Announcements:

11. The next meeting of the Jean Waterloo Lenox Township Board will be held on Thursday, September 19, 2024 at 6:00 pm.

12. Motion to adjourn at 7:02 pm by Melanie. Seconded by Beth O and carried.

Respectfully submitted,  
Pat Bruen, Secretary