

# Jean Waterloo Lenox Township

## Library Meeting Minutes

December 14, 2023

1. Call to Order: Daniel called the meeting to order at 6:07pm
2. Roll Call
  - a. Present: Daniel VanDeKerkhove, Melanie Cochrell (arrived at 7:04pm), Adrienne Hilmon, Beth Oakley, John Notte
  - b. Absent: Pat Bruen
  - c. Staff: Beth Bogaert
  - d. Guest(s): None
3. Approval of the Agenda: A motion to approve the agenda was made by Beth O, seconded by John. Motion carried.
4. Public Comments on Agenda Items
5. Secretary's Report
  - a. The minutes from the November 16, 2023 meeting were reviewed. A motion to approve the minutes was made by Adrienne, seconded by Beth O. Motion carried.
6. Treasurer's Report
  - a. The Treasurer's Report for November was reviewed. A motion to approve the report was made by Adrienne, seconded by Beth O. Motion carried.
  - b. Approval of Payment of Bills: The November bills were reviewed. A motion to approve the bills was made by Beth O, seconded by John. Motion carried.
7. Director's Report
  - a. Library Happenings: The Holiday Book Raffle began on December 1 and runs until December 18. Beth B. put together Take n' Make Crochet & Knitting kits with yarn and a pattern inside and it's gone

over well. Santa will be visiting on Saturday, December 16, for a story. Casee will also be doing an Ice Cream Cone Tree craft during his visit.

- b. Par Plan Risk Reduction Grant Award: Beth B.'s application to the Michigan Township Participating Plan Risk Reduction Grant was approved and the library was awarded \$2,500. The money is earmarked to help offset the cost of the upgrades to the front door.

## 8. President's Reports

### a. Old Business

- i. Landscaping Update - D&E Landscaping and Alexander's Landscaping have been out to look at the garden beds and are working on quotes for the spring.
- ii. Gratiot Property Update - Pembroke Dr. Easement: Jim Greene, a project manager at Lombardo, contacted Beth B. about the easement along the new road running from Gratiot to Pembroke subdivision. Before the easement work can proceed, a library representative must sign paperwork. Per a conversation with Mike Nickerson, the library's attorney, a written opinion by the village engineer should be obtained and the board must present a resolution as to who can sign the official document. The issue is tabled until the final resolution is presented.
- iii. Advertisement Sign: Lombardo would like to place a sign advertising Pembroke on the library's property. Beth B. contacted Mark Goralczyk, the Village Code Enforcer, regarding village code involving signage. The board discussed the placement of the sign & expressed a desire to have the sign placement included in the resolution regarding the easement. The issue is tabled until the final resolution is presented.

### b. New Business

- i. Selection of Officers: Discussion took place on potential positions and nominations. A motion

was made by John, seconded by Melanie to table the vote for selection of officers until January when all members are present.

9. Public Comments / Announcements: None

10. Next Meeting – \*January 18, 2024 at 6:00pm\*

11. Meeting Adjournment: A motion was made by Beth O., seconded by Melanie, to adjourn the meeting at 7:12pm. Motion carried.

Submitted by:

Beth Bogaert Library Director