

Jean Waterloo Lenox Township Public Library Board Minutes
June 19, 2020

1. **Call to Order:** The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:05 PM by DeLeon.

Present via Zoom: Kathleen Andrews, Phino DeLeon, Adrienne Hilmon, Gretchen Sterling

Present via phone: Sylvia Steward, Virginia Hofman

Staff via Zoom: Beth Bogaert

Absent: None

2. **Approval of the Agenda:** A motion was made by Andrews, seconded by Steward to approve the agenda. Motion carried.
3. **Public Comment:** None.
4. **Secretary's Report:** The Secretary's Reports for the amended March emergency meeting and May regular meeting were reviewed. A motion was made by Andrews, seconded by Hofman to approve the amended March emergency meeting minutes. Motion carried. A motion was made by Steward, seconded by Andrews to approve the May meeting minutes. Motion carried.
5. **Treasurer's Report:** Andrews reviewed a copy of the May report with the board. The report was received and filed. The May bills were reviewed and discussed. A motion was made by Steward, seconded by Andrews to approve the May bills. Motion passed.

6. Director's Report:

- a. **Issues with an Employee:** Bogaert discussed with the board an issue with a library employee. The board discussed following proper procedures and consulting the employee handbook to resolve the employee's issue.
- b. **Library Staff Vacation Time:** Bogaert requested that the board allow a rollover of vacation time for library staff so that accrued time is not lost. Library staff has been unable to use vacation time due to COVID-19 pandemic and subsequent closures. The

board requests Bogaert provide vacation facts and figures to review for the July meeting.

- c. **Library Budget for FY 2020-2021:** Bogaert presented a revised budget, the board discussed concerns about vacation time, salary increases and possible bonuses. Motion to approve the budget for the first quarter of 2020 by Sterling, seconded by Steward. Motion is approved.

7. New Business:

- a. **Summer Meeting Schedule:** DeLeon discussed a possible recess for July and August board meetings. The board expressed concerns regarding items that need to be addressed. A July meeting is needed. A decision to hold an August meeting will be made at the July meeting.
- b. **Director Search:** DeLeon would like the board to consider the possibility of removing interim from Bogaert's title and offer her the director's position. Board members need clarification on how to proceed with a searching for a new director and posting the vacancy.
- c. **New Building Status:** DeLeon discussed including new building progress reports. Nothing new to report.

8. Old Business:

- a. **Closure Status:** DeLeon discussed Bogaert's transparency on providing updates on the library reopening status and the multitude of precautions that must be taken to operate safely. Board meetings may return to the library in September.
- b. **Repairs to Current Building:** The board needs to address the repairs library needs and take advantage of lack of patrons to make repairs. DeLeon's priority is bathroom rehabilitation. Three quotes are needed for the board to review. According to DeLeon, the bathroom repair could be grandfathered in the 2019-2020 budget.

9. **Next Meeting:** The next meeting is July 17th, 2020.

10. **Adjournment:** On a motion by Steward seconded by Hofman, the meeting adjourned at 7:44 PM.

Submitted by:

Adrienne D. Hilmon, Secretary