

Jean Waterloo Lenox Township Library Board
Meeting Minutes
December 12, 2024

1. Call to Order was made at 5:58pm by Beth O.
2. Roll Call
 - a. Present: Beth Oakley, Larry Lubinski, John Notte, Melanie Cochrill, Lee Hills
 - b. Absent: Pat Bruen
 - c. Staff: Beth Bogaert
 - d. Guests: Daniel VanDeKerkhove, Ken Thompson
3. Approval of the Agenda: Lee requested "Purging of Inappropriate Materials" be added to the agenda as item "v." under "New Business." The motion was made by Melanie, seconded by John, to approve the agenda as amended. Motion carried.
4. Public Comments on Agenda Items: Daniel VanDeKerkhove discussed revisiting a conversation with Mrs. Barbara Seifferlein about the purchase of a portion of her property adjacent to property owned by the library. Ken Thompson also shared his thoughts on this matter in the context of the building expansion project.
5. Secretary's Report
 - a. Approval of the November Minutes: The board reviewed the minutes from November 21st, 2024, and requested the addition of a Juneteenth Meeting Date Change be included. A motion was made by Melanie, seconded by Lee to approve the amended minutes. Motion carried.
6. Treasurer's Report
 - a. Acceptance of Treasurer's Report: The report was read and reviewed by the board. A motion was made by Melanie, seconded by Lee, to accept the treasurer's report. Motion carried.

- b. Approval of Payment of Bills: The November bills were reviewed by the board. A motion to approve the payment of the bills was made by Melanie, seconded by John. Motion carried.

7. President's Report

a. New Business

- i. Selection of Officers: Board discussed nominations and submitted their votes through secret ballot. A motion was made by Beth O., seconded by Lee to approve the following results: President - Beth Oakley, Secretary - Pat Bruen, Treasurer - John Notte. Motion carried.
- ii. Library Board Contact List: Beth B. compiled a list of contact information for all current library board members. A copy of that list will be made available in the January board packets.
- iii. Library Board Bylaws Revisions: The board discussed adding to/revising the existing bylaws - specifically the section pertaining to director's responsibilities. A motion was made by Lee, seconded by Larry, to table the revision of bylaws until the next meeting. Motion carried.
- iv. Library Marketing: The Bay Voice has not published library events in the 'Libraries' section of the paper recently. Beth B will contact them to see what can be done. It was suggested the library install a digital display behind the circulation desk to help promote resources. Beth B. will do further research on such a project and report back to the board at the next meeting.
- v. Purging Inappropriate Material: The removal of potentially inappropriate materials was discussed. The members of the board were

encouraged to review the Collection Development Policy, and the Materials Reconsideration form. Beth B. answered questions regarding who makes purchasing decisions, who makes final decisions about removing books, etc.

b. Old Business

- i. Expansion Exploratory Committee: The Committee received proposals for a Needs Assessment and/or Feasibility Study from two companies - King Scott and OnePlus. The committee is waiting on further information from OnePlus regarding their proposal, which they hope to have by the January meeting, before they make a firm recommendation regarding either company. The committee and Beth B. are also in the process of obtaining quotes for a land survey of the two library properties on Main St.
- ii. Main Street Property Updates: Lenox Township will handle snow removal for both Main Street properties. Due to the fluctuations in the temperature, the gas and electricity at 58954 Main were turned back on to protect the integrity of the plumbing and house on the property.
- iii. Gratiot Property Updates: Beth B. spoke with Sue Blanchard from Anton, Sowerby, & Associates. Sue answered questions regarding where the property is posted online and provided a report that reflected who is viewing the property listings online.

8. Director's Report

- a. Library Happenings: Members of the staff are participating in an ornament decorating contest & patrons can vote for their favorite. Voting is available in-house and online. The annual holiday

raffle is underway. There are 12 sets of books and 1 set of DVDs being raffled off. Entry forms can be filled out in-house and online. The drawing will take place on Dec. 18 and winners will be notified that day as well. The Adult Craft for December will be on Wednesday, December 18. Attendees will be making a hat ornament out of yarn. Registration is full as of today. There will be 2 Take n' Make Crafts for kids during the weeks of Christmas and New Years. One will be on 12/23 and the other will be on 12/30.

- b. Sick Leave Policy Approval: The Sick Leave Policy has been updated to comply with the incoming ESTA requirements regarding the amount of sick leave employees receive and its usage. A motion was made by Melanie, seconded by Larry, to accept the changes made to the policy. Motion carried.
- c. Emergency Protocols for Library Staff: The library has a Disaster Response Plan in place for emergencies and catastrophic weather events. Updates will be made to the policy in 2025. Beth B. also explained the hierarchy of staff contacts in case of an emergency.

9. Public Comments / Announcements: Gratiot Property is zoned as general business for commercial use.

10. Next Meeting – January 17, 2025 at 6:00pm

11. Meeting Adjournment at 7:34pm on a motion made by Melanie, seconded by John. Motion carried.

Submitted By: Beth Bogaert