

Jean Waterloo Lenox Township Library
Board Meeting Minutes
September 16, 2022

1. Call to Order: The meeting was called to order at 6:22pm by Hilmon.
2. Roll Call
 - a. Present: Adrienne Hilmon, Beth Oakley, Daniel VanDeKerkhove, Virginia Hofman
 - b. Absent: Pat Bruen, Stephanie Martis
 - c. Staff: Beth Bogaert
 - d. Guest: Melanie Cochrell
3. Approval of the agenda: A motion was made by VanDeKerkhove, seconded by Oakley, to approve the agenda. Motion carried.
4. Public Comments: none
5. Secretary's Report: A copy of the June 2022 meeting minutes was reviewed and discussed. A motion was made by VanDeKerkhove, seconded by Oakley, to approve the minutes with spelling corrections made. Motion carried.
6. Treasurer's Report: Due to computer issues faced by the CPA, Janice Labon, a copy of the August report was not available for review and was tabled until the October meeting. The board discussed Michigan Class statements and requested that the account balance be added to future monthly reports.
 - a. June 2021 bills: June bills were reviewed and discussed. Members asked if the report could be adjusted so that vendors and other check recipients were more easily identifiable. Bogaert will discuss the matter with the systems manager. A motion was made by VanDeKerkhove, seconded by Hofman to approve payment of the June bills. Motion carried.
 - b. July 2021 bills: July bills were reviewed and discussed. A motion was made by Hofman, seconded by VanDeKerkhove, to approve payment of the July bills. Motion carried.
 - c. August 2021 bills: August bills were reviewed and discussed. A motion was made by Oakley, seconded by VanDeKerkhove, to approve payment of the August bills. Motion carried.
7. Director's Report
 - a. Library Happenings
 - i. Summer Reading Program: The Library had 68 children and 20 adults participate in the Summer Reading Program this year. A total of 50,000 minutes were read by all participants and 118 other incentive tasks were completed. The library held 42 programs over the summer and 513 people attended.
 - ii. Systems Software Upgrade: In the spring, directors from

Suburban Library Cooperative libraries voted to move change ILS software. This moved all libraries from using SirsiDynix to Polaris Leap. Staff have been training over the summer to use the new system software and migration of data began on September 13. The library is limited to checkouts until the new system goes live on September 22.

8. President's Reports

a. Old Business

- i. Gratiot Property Update: RS Installations reexamined the fence placement and determined that the foundation was asphalt underneath the gravel. They requested the job of erecting the fence at \$5,300 due to the increased amount of labor and time installation would take. The board discussed the increased rate and options regarding placing the fence. A motion was made by VanDeKerkhove, seconded by Oakley, to continue on with RS Installations at the increased rate of \$5,300. Motion carried.
- ii. Town Hall about New Library: Bogaert spoke with LuAnne Kandell from Lenox Township and Michael Grin at Macomb County about a possible town hall to gauge interest regarding a new library. The board discussed the matter and requested that Bogaert speak with the Lenox Township and the Village of New Haven about the possible implications of a millage and how that would increase taxes for residents.
- iii. Email Policy: The board revisited and discussed potentially entering an email policy into the bylaws. The board decided to forgo adding the policy, citing concerns about potential communication complications between members and OMA conflicts.
- iv. Board Member Status Update: The board discussed the status of Stephanie. A certified letter that was sent to and received by Martis over the summer regarding her status and attendance. A motion was made by VanDeKerkhove, seconded by Hofman, to remove Martis from the library board. Motion carried. A second certified letter will be drafted, reviewed by the library's attorney, and then sent to Martis to notify her of her removal.

b. New Business

- i. Board Trustee Position: The board received a letter of interest from Melanie Cochrill over the summer. Cochrill was present at the meeting and the board interviewed her for a board trustee position. After further discussion, the

board decided to table conversation for the October meeting. The board requested the position be posted on social media again to see if it garners interest.

- ii. Officers Election Reminder: Hilmon briefly spoke on the annual election of officers that takes place in December.
 - iii. Holiday Dinner: The board discussed options for this year's holiday dinner. Bogaert will investigate different catering companies, and bring more information to the October meeting.
9. Public Comments/Announcements: Bogaert informed the board that Gail Harm, the library's direct neighbor, was finally home after recovering from a car accident in June. The board was glad to hear this and requested Bogaert invite Mrs. Harm to the holiday dinner.
10. Next Meeting - October 21, 2022 at 6pm
11. Meeting Adjournment: A motion was made by VanDeKerkhove, seconded by Oakley to adjourn the meeting at 8:53pm. Motion carried.

Submitted by:
Beth Bogaert
Library Director