

Jean Waterloo Lenox Township Library  
Library Board Meeting Minutes  
September 18, 2025

1. Call to Order by Beth O. at 6:11pm
2. Roll Call
  - a. Present: Beth Oakley, Melanie Cochrill, Larry Lubinski, Lee Hillis, John Notte (arriving at 7:24pm)
  - b. Absent: Pat Bruen
  - c. Staff: Beth Bogaert, Lynn Couck, Dawn Lochridge, Casee Talley-Hill
3. Approval of the Agenda: A motion to approve the agenda as presented was made by Melanie, seconded by Larry. Motion carried.
4. Public Comments on Agenda Items: None
5. Secretary's Report
  - a. Approval of Minutes: The minutes from June 2025 were reviewed. A motion to approve the minutes with proposed corrections was made by Melanie, seconded by Lee. Motion carried.
6. Treasurer's Report
  - a. Approval of Bills: Bills for June 2025, July 2025, and August 2025 were presented.
    - i. A motion to approve payment of the June 2025 bills was made by Melanie, seconded by Larry. Motion carried.
    - ii. A motion to approve payment of the July 2025 bills was made by Melanie, seconded by Larry. Motion carried.
    - iii. A motion to approve payment of the August 2025 bills was made by Melanie, seconded by Larry. Motion carried.
  - b. Ledger Adjustments for FY 2024/2025: Beth B. presented several adjustments to the General Ledger for FY 2024/2025.
    - i. A motion to move \$3,103.94 from Equipment to Automation was made by Larry, seconded by Lee. Motion carried.
    - ii. A motion to move \$157.85 from Children's Books to Adult Books was made by Beth O., seconded by Lee. Motion carried.
    - iii. A motion to move \$138.34 from Salaries to Misc./Petty Cash was made by Lee, seconded by Melanie. Motion carried.

- iv. A motion to move \$465.76 from Salaries to Payroll Taxes was made by Lee, seconded by Melanie. Motion carried. A motion to move \$419.48 from Salaries to Supplies and Postage was made by Lee, seconded by Melanie. Motion carried.
- v. A motion to move \$9,588.79 from Salaries to Contingency, was made by Beth O., seconded by Lee. Motion carried.

## 7. President's Reports

### a. New Business

- i. Kingscott Final Report Presentation & Proposal: Sami Szeszulski discussed the final report produced by Kingscott. She wrapped up the Needs Assessment and Feasibility Study and answered questions about what it would take to move the project forward.
- ii. The board discussed their options and a motion was made by Lee, seconded by Melanie, for the library to move forward by applying for a land combination of the 58954 Main Street and 58976 Main Street, then apply to rezone the combined properties as General Business - Downtown. Motion carried.

### b. Old Business

- i. Main Street Property Updates: No updates to share.
- ii. Gratiot Property Updates
  - 1. Beth B. had RS Installations come out and shorten the length of the fence to comply with a request from village code enforcement.
  - 2. The real estate agent has contacted Lombardo regarding interest in the property. She has gotten no response. She contacted the building department in the village for clarification on what PUD status includes and excludes.
- iii. Expansion Exploratory Committee:
  - 1. Melanie proposed the committee explore getting additional quotes for estimating services with regard to the building construction/renovation.

## 8. Director's Report

### a. Library Happenings

- i. Glenn Harm, the son of our late neighbor, Gail Harm, made a \$1000 donation earmarked for the building project.

- ii. We had 74 youth registrants and 25 adult registrants for the Summer Reading Program. The total number of minutes read this summer was 76,830.
- iii. Mittens, the MeLCat mascot, visited the library in early September. Mittens is visiting libraries across Michigan to celebrate the 20th anniversary.
- iv. Beth B. and Casee participated in Rocket Day at New Haven Elementary school to promote library card registration and library programs. Over 200 people visited their table and children made buttons.
- v. In-house inventory is complete. We'll be gradually doing inventory on storage.
- vi. Programs coming to the library in October include story time with Fire Chief Dan Stier, a lecture from Kristy Robinett, and the Haunted Library.

9. Public Comments/Announcements: None

10. Next Meeting – October 16, 2025 at 6:00pm

11. Meeting Adjournment: A motion was made by Melanie, seconded by Larry to adjourn the meeting at 8:12pm. Motion carried.

Submitted by:  
Beth Bogaert  
Library Director