

Jean Waterloo Lenox Township Public Library

Board Minutes

July 17, 2020

I. Call to Order: The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:14 PM by DeLeon.

Present: Kathleen Andrews, Phino DeLeon, Adrienne Hilmon, Sylvia Steward

Staff: Beth Bogaert

Absent: Virginia Hofman, Gretchen Sterling

II. Approval of the Agenda: A motion was made by Andrews, seconded by Steward to approve the agenda. Motion carried.

III. Public Comment: None.

IV. Secretary's Report: The Secretary's Report for June meeting was reviewed. A motion was made by Steward, seconded by Andrews to approve the June meeting minutes. Motion carried.

V. Treasurer's Report: Andrews reviewed a copy of the June report with the board. The report was received and filed. The June bills were reviewed and discussed. A motion was made by Andrews, seconded by Steward to approve the June bills. Motion passed.

VI. Director's Report:

- a. **Library Staff Vacation Time:** Bogaert discussed \$1300.00 that was moved from the contingency fund with the board. A motion was made by Steward, seconded by Andrews to move \$600.00 from the contingency fund to the telephone and utilities fund. Motion passed. A motion was made by Andrews, seconded by Steward to move \$700.00 from the contingency fund to the state aid fund. Motion passed. Bogaert presented a potential vacation time roll over document to the board. Bogaert discussed with the board unused and expired staff vacation time. A motion was made by Steward, seconded by Andrews to reimburse expired vacation time on the next pay cycle, July 18, 2020. Motion passed.

VII. New Business:

- a. **Results of New Director Placement Discovery:** DeLeon discussed with the board the guidelines from the Michigan Library Laws Handbook and the Lenox Township Library Employee Handbook as to how the board may proceed with selecting a new library director.
- b. **November Elections for Board Members:** DeLeon discussed the November elections for board members and possible deadlines for appearing on the ballot.
- c. **August Meeting?** The next meeting is September 18th, 2020.

VIII. Old Business:

a. **Bathroom Upgrade:** The board discussed last year's building repairs budget surplus of approximately \$1278. Bogaert presented four quotes from three plumbing companies for the board to review. A motion was made by Andrews, seconded by Steward to accept the quote from Universal for \$717.35.

IX. Next Meeting: The next meeting is September 18th, 2020.

X. Adjournment: On a motion by Steward seconded by Andrews, the meeting adjourned at 7:27 PM.

Submitted by:

Adrienne D. Hilmon

Adrienne D. Hilmon, Secretary