

Jean Waterloo Lenox Township Public Library

Board Minutes

October 16, 2020

I. Call to Order: The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:10 PM by DeLeon.

Present: Phino DeLeon, Adrienne Hilmon, Virginia Hofman

Present via Zoom: Kathleen Andrews

Staff: Beth Bogaert

Absent: Sylvia Steward

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

III. Public Comment: The board received letters from staff and patrons signed a form supporting Beth Bogaert for permanent library director. Staff members present voiced concerns about not having a permanent library director, and that it would be a shame to lose Bogaert. Bev Summers wants the board to act immediately and appoint Bogaert as director based on the Michigan Library Laws Handbook. DeLeon stated that selecting a director is a democratic process and that we must follow the rules set forth. DeLeon also stated that it is not black and white that we must have a posting. Casee Hill stated that Beth Bogaert as director would be the best choice for staff morale. DeLeon stated that we will have a decision by the end of the meeting.

IV. Secretary's Report: The Secretary's Report for the September meeting was reviewed. The September meeting minutes were tabled until the November meeting.

V. Treasurer's Report: Andrews reviewed a copy of the September report with the board. The report was received and filed. A motion was made by Andrews, seconded by Hofman to review budget adjustments for November. Bogaert stated to the board that \$500.00 was moved from contingency to maintenance. The September bills were reviewed and discussed. A motion was made by Hofman, seconded by Hilmon to accept the September bills. Motion passed. A motion was made by Hilmon, seconded by Hofman to pay the September bills. Motion passed.

VI. Director's Report:

- a. **Board Meetings and Holiday Schedule 2021:** Bogaert presented library board meetings 2021 and holiday closing schedule 2021. A motion was made by Hilmon, seconded by Hofman to approve holiday library closure dates. Motion carried.
- b. **New Copy Machine:** Bogaert presented information regarding obtaining a new copy machine with central purchasing funds provided by the co-op. Bogaert also obtained quotes from Elite and Millennium outlining the cost to replace toner cartridges and possible replacement of the

coin operation system. A color copy option was also offered in a quote by Millennium. Bogaert needs more feedback from the vendors.

- c. **Holiday Dinner in December:** Bogaert discussed the possibility of having the annual holiday dinner for the library staff and board members. Due to the COVID-19 pandemic, and budget concerns, the holiday dinner will not be held.

VII. New Business:

- a. **New Director Posting Edit:** DeLeon discussed the outpouring of support for Bogaert through public comments and letters received at the October board meeting and possible plan forward. DeLeon also stated he read through all the posting and appointing materials and asked the previous library board president for feedback. DeLeon wants to make sure everything is right, just, and fair. DeLeon states that appointing a director is not in black and white in the handbook or personnel manual and needs to be addressed so this is not a future issue.

DeLeon states the library is a close-knit staff, and the staff and patrons have made their feelings known. DeLeon was prepared to adapt the previous listing and post. DeLeon was also ready to make an appointment to director position. Bogaert referred to the Michigan Library Laws Handbook, which states the board has the power to appoint as we choose. The election can change everything and Bogaert would like a decision made tonight. Andrews states that the leadership has failed. DeLeon states that due to White-Owens unexpected departure and the COVID-19 pandemic has made it incredibly difficult to follow protocol to find a new director. A motion was made by Hofman, seconded by Hilmon to declare Beth Bogaert as the director of the Jean Waterloo Lenox Township Public Library. Motion approved.

Quorum was lost at 7:34 PM when Andrews left the Zoom meeting.

- b. **Post-Election Activities:** DeLeon discussed the annual executive position meeting, and the board members failure to get registered to be on the ballot for the November election. Bogaert stated that the library board vacancy has been posted at the Lenox Township office and library for approximately ten days, and she will also contact previous applicants who were interested in serving on the library board.
- c. **Workflow Diagram for Annual Board:** DeLeon discussed establishing and putting in place workflow diagrams outlining tasks and activities for executive positions, election activities and budgets.

VIII. Old Business:

- a. **Casee's Vacation Rollover:** Due to COVID-19 Bogaert previously expressed concerns for staff and the inability to use accrued vacation time which was set to expire. This issue was resolved when Casee Hill was able to use her vacation time before the expiration date.
- b. **Staff Vacancy:** There are positions to be filled due to Bogaert being appointed director and Bev Summers updating her position to substitute status. The board will work closely with Bogaert to fill the open positions to maintain our fiscal responsibility.

c. **Board Vacancy:** Gretchen Sterling has decided to step down from her position on the library board. Bogaert stated the library board vacancy has been posted for approximately ten days. Bogaert will reach out to previous inquiries regarding the library board vacancy.

d. **Brush Clearing Gratiot Property This Year:** The boundaries for the property need clarifications. The library owns 3.3 acres, and the business frontage needs to be addressed. Bogaert is scheduled to meet with Macomb Outdoor Maintenance to go over the map and frontage.

IX. Next Meeting: The next meeting is November 20th, 2020.

X. Adjournment: On a motion by Hofman seconded by Hilmon, the meeting adjourned at 7:55 PM.

Submitted by:

Adrienne D. Hilmon

Adrienne D. Hilmon, Secretary