

**Lenox Township Library**  
**Board Minutes**  
**April 17, 2015**

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:20 p.m. by Mark Goralczyk.  
  
**Present:** Shirley Drake, Mark Goralczyk, Lisa Martin, Sylvia Steward  
**Absent:** Susan Dudgeon  
**Staff:** Karen White-Owens  
**Guests:** none
  
- II. **Approval of the Agenda:** A motion was made by Martin and seconded by Drake to approve the agenda. Motion carried.
  
- III. **Public Comment:** none
  
- IV. **Secretary's Report:** A motion was made by Drake, seconded by Steward to approve the amended March 2015 minutes. Motion carried.
  
- V. **Treasurer's Report:** Goralczyk reviewed a copy of the report with the board. The report was received and filed. A motion was made to approve the payment of bills for March by Steward, seconded by Drake. Motion carried
  
- VI. **Director's Report:**
  - a. **Book checkout:** Library staff will have a trial phase of checking patrons out using mobile phones in place of library cards. A few patrons and staff will participate and feedback will be discussed.
  - b. **Run2Read Run:** Library staff will represent the Lenox Township Library and participate in Run2Read to raise money for Macomb Literacy Partners. Registration fees for staff will be taken out of the Public Relations budget.
  - c. **GoFundMe:** A GoFundMe page could be use to seek donations for the library. Goralczyk would like to check with a lawyer to seek additional information, including tax ramifications prior to setting it up. White-Owens will ask for additional suggestions for a lawyer for the library at the next directors' meeting. Staff will send flowers to Mr. Nickerson who has some health issues.
  
- VII. **New Business:**
  - a. **Trustee position:** The notice for the trustee position was posted on the web site and cable station.
  - b. **Grant status:** White-Owens stated Mary from the Flint office will contact the library with the status of the rural grant. Macomb County may have money available for the building project as well. Goralczyk stated that a building consultant may be hired for the library once the project is started.

- c. **Press Releases:** The cable station came to the library for the Poetry Jam event and additional library events are listed on the local cable channel. The monthly events are not being listed in The Voice, but events are listed for Chesterfield and MacDonald Public Libraries. White-Owens states she is sending press releases out. Goralczyk suggested asking Lenox Township to add large events to the electronic billboard.
- d. **Personnel Policy Manual:** The manual is outdated and needs to be revised. Small sections will be worked on throughout the year.
  - i. **Volunteers:** All volunteers working in the building must be run through ICHAT for a criminal background check prior to starting work.

VIII. **Old Business:**

a. **New Building:**

- i. **Property Lines:** The property lines for the Gratiot property will be staked in May.

b. **Health Care:** Health Care, Dental and Optical plans will be discussed at May's meeting.

IX. **Next Meeting:** Friday, May 15, 2015 at 6:00 p.m.

X. **Adjournment:** On a motion from Steward, seconded by Drake the meeting was adjourned at 7:05 p.m.

Submitted by:

Lisa Martin, Secretary