

Lenox Township Library
Board Minutes
May 15, 2015

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:04 p.m. by Mark Goralczyk.

Present: Shirley Drake, Susan Dudgeon, Mark Goralczyk, Lisa Martin, Sylvia Steward
Absent: none
Staff: Karen White-Owens
Guests: none
- II. **Approval of the Agenda:** A motion was made by Steward and seconded by Drake to approve the agenda. Motion carried.
- III. **Public Comment:** none
- IV. **Secretary's Report:** A motion was made by Dudgeon, seconded by Steward to approve the amended April 2015 minutes. Motion carried.
- V. **Treasurer's Report:** Dudgeon 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 April by Martin, seconded by Drake. Motion carried
- VI. **Director's Report:**
 - a. **2015-16 Budget:** White-Owens presented the budget. It was suggested to have the Miscellaneous category on the Revenue Report called the General Fund. Another suggested change was to have revenue from donations and the sale of used books added to the Donations category. White-Owens stated it is currently being added to Miscellaneous. The board will vote on these changes at June's meeting.
 - b. **Staffing:** Steven Sawdon is no longer employed by the library. A new employee named Stacy Overton was hired from the employment applications on file.
 - c. **Salary:** A written evaluation will be completed by White-Owens for all employees. Minimum wage was not put into effect for Bradley Hill and Jessica Herod when the increase passed in September 1, 2014. These employees must receive retroactive pay, as well as a pay increase to comply with the law. On a motion from Dudgeon, seconded by Steward the 2015-16 Salary Schedule was approved as presented. Motion carried.
 - d. **Library Attorney:** Most local libraries have Mr. Nickerson as an attorney. White-Owens presented a list of alternative attorneys.

VII. **New Business:**

- a. **Trustee position:** The notice for the trustee position was posted and one letter of application was received. Goralczyk will follow up with the applicant and if she is qualified, she will be invited to the June meeting.
- b. **Stake property:** Three quotes were requested and two were received. Urban Land Consultants will charge \$1000.00 and LehnerFindlan Associates will charge \$950.00. LehnerFindlan also suggested a topographic survey be done at the same time for an additional fee. White-Owens will follow up to find out more information regarding the survey.
- c. **FOIA:** The State of Michigan has a major revision of the Freedom of Information Act (FOIA) that goes into effect July 1, 2015. A FOIA policy needs to be added to the Lenox Township Library Policy Manual to be in compliance.
- d. **Director Salary:** On a motion from Steward, seconded by Martin a closed executive session was called at 6:30 p.m. to discuss the director's personnel evaluation. The closed executive session ended at 6:54 p.m.
 - i. **Evaluation:** A draft of a written evaluation for the director was presented. It will be modified and used in 2016. A copy of the staff evaluation form was requested for the board to review at June's meeting.

VIII. **Old Business:**

- a. **Book Check Out:** Library cards used on the Key Ring app did not scan on the current scanners. The number has to be typed in manually. White-Owens will follow up with Tammy Turgeon regarding compatible scanners.
- b. **Run2Read:** Lenox Township Library staff members and Goralczyk will participate on May 30, 2015 at Stoney Creek to support literacy.
- c. **New Building:**
 - i. **Property Lines:** A company will be chosen at a future meeting to stake the property.
- d. **Health Care:**
 - i. **Dental:** Topic tabled to a future meeting.
 - ii. **Medical:** Topic tabled to a future meeting.

IX. **Next Meeting:** Friday, June 19, 2015 at 6:00 p.m.

X. **Adjournment:** On a motion from Drake, seconded by Steward, the meeting was adjourned at 7:20 p.m.

Submitted by:

Lisa Martin, Secretary