

**Lenox Township Library  
Board Minutes  
October 16, 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, Mark Goralczyk, Lisa Martin, Sylvia Steward  
**Absent:** Susan Dudgeon (excused)  
**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 Drake, seconded by Steward to approve the September 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 August 2015 by Martin, seconded by Steward. Motion carried. A motion was made to approve the payment of bills for September 2015 by Drake, seconded by Steward. Motion carried.
- VI. **Director's Report:**
  - a. **CPA search:** The library's auditor, John Gideon, advised White-Owens to get a bookkeeper versus a certified public accountant due to the size of the organization and the cost involved. He recommended continuing with the payroll service and recommended some possible bookkeepers.
  - b. **Christmas dinner:** The room is booked at Louis' and the menu is selected for the Christmas dinner.
  - c. **Rural grant:** White-Owens was told the interest rate went down and they are staying in touch.
- VII. **New Business:**
  - a. **Trustee Position:** Tabled until the November meeting. Two candidates will attend November's meeting. Trustees should come with questions prepared. The candidate that is chosen must be sworn in by the Lenox Township clerk at a later date.

VIII. **Old Business**

**a. Building:**

**i. Expansion of existing building:** White-Owens and Goralczyk met with Jeffrey Schroeder from Macomb County Planning. He did not recommend squaring off the building with an addition due to not being able to use the easement. Adding a second floor is not an option due to the foundation. An agreement with New Haven Community Schools to use their parking would need to be in place as well as having the existing building brought up to code if the building is renovated. The Macomb County Planning Commission has a master plan for the Village of New Haven. The plan includes cleaning up the Gratiot corridor from 26 Mile to New Haven Road. A parcel of the Gratiot property can be sold to the car dealer next door. A retention pond is located behind the property, so the property may not need to add one if construction takes place. This would be decided once engineers look at it.

**ii. Survey:** It needs to be 5-6 questions with the last question having a comment section via surveymonkey. It should be listed on the Township, Village, and school web sites, as well as social media. It can be included in the Key Communicator from New Haven Community Schools and should be finished in the next 30 days.

**b. FOIA:** Goralczyk used the MLA toolkit to create a FOIA request draft. Trustees are asked for input on the document.

**c. Health Care:** A 2011 state law states that full time employees have comply with three options for paying for health care:

- 80% library, 20% employee
- Hardcap – yearly before October 1. Singles set dollar value is \$5500 per person. This amount changes every year.
- Opt-out- Organization may exempt itself with a 2/3 vote.

On a motion made by Steward, seconded by Drake, the Lenox Township library will continue to provide 100% of the health insurance for full time employees for the year 2016. Motion carried.

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

Submitted by:

Lisa Martin, Secretary