

Board Minutes
September 15, 2017

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:07 PM by Goralczyk.

Present: Mark Goralczyk, Phino DeLeon, Shirley Drake, Gretchen Sterling, Virginia Hofman

Staff: Karen White-Owens

Absent: None

- II. **Approval of the Agenda:** A motion was made by Drake, seconded by DeLeon to approve the agenda. Motion carried.

- III. **Public Comment:** None

- IV. **Secretary's Report:** A motion was made by Drake, seconded by DeLeon to approve the April minutes. Motion carried. A motion was made by Drake, seconded by Sterling to approve the June minutes. Motion carried.

- V. **Treasurer's Report:** A motion was made by DeLeon, seconded by Drake to approve the payment of bills for June. Motion carried. A motion was made by Sterling, seconded by DeLeon to approve the payment of bills for July. Motion carried. A motion was made by Hofman, seconded by Sterling to approve the payment of bills for August. Motion carried.

- VI. **Director's Report:**

- a. **New Hires:** Karen went over the changes with current staff positions and their individual schedules, along with any change in their responsibilities. It was also announced that two new employees were hired and shared what the newest employees responsibilities were going to be. Lastly she described how she would be able to keep within the budget after the addition of the new salaries.

VII. New Business:

- a. **Trustee Resignation:** Mark announced that on August 17th the board accepted the resignation of Trustee Davis.
- b. **Renovation:** Mark & Karen asked the board to consider establishing a plan to refurbish and renovate the current library location due to the fact that a new building is still currently in the planning phases. It was agreed that there is a need to create a more functional layout and design with our current facility. The board has asked Karen to contact vendors to request quotes and proposals for the board to review. It was discussed again to contact the neighboring property adjacent to the library to make known our wishes to possibly purchase the property, but nothing was definitively decided so that idea was shelved until further notice.

VIII. Old Business:

- a. **Gratiot Property:** Karen received a quote from Lehner Associates to have the Gratiot property surveyed and investigated to confirm property boundaries are still in place and visible. A motion was made by Sterling, seconded by Hofman to authorize Lehner Associates to confirm the boundary lines. Motion carried. It was also discussed to place some type of fence on the property lines to prevent further intrusion by the neighboring business. Also, a request to find a sign vendor to place a “coming soon” sign on the property and visible from the street.

IX. Next Meeting: The next meeting is October 20th, 2017.

X. Adjournment: On a motion by Drake, seconded by Hofman, the meeting adjourned at 7:20 PM

Submitted by:

Phino DeLeon, Secretary