

# Jean Waterloo Public Library

## Board Minutes

September 21, 2018

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:07 PM by Goralczyk.  
  
**Present:** Mark Goralczyk, Phino DeLeon, Shirley Drake, Virginia Hofman, Gretchen Sterling, Sylvia Steward  
  
**Staff:** Karen White-Owens  
  
**Absent:** None
  
- II. **Approval of the Agenda:** A motion was made by Drake, seconded by Steward to approve the agenda. Motion carried.
  
- III. **Public Comment:** None.
  
- IV. **Secretary's Report:** A motion was made by Steward, seconded by DeLeon to approve the June 2018 minutes. Motion carried.
  
- V. **Treasurer's Report:** Goralczyk reviewed a copy of the report with the board. The report was received and filed. The June bills were reviewed and discussed. A motion was made by Sterling, seconded by Steward to approve the payment of bills for June. Motion carried. The July bills were reviewed and discussed. A motion was made by DeLeon, seconded by Drake to approve the payment of bills for July. Motion carried. The August bills were reviewed and discussed. A motion was made by Steward, seconded by Sterling to approve the payment of bills for August. Motion carried.
  
- VI. **Director's Report:**
  - a. **Architect:** White-Owens shared with the board results of the conversation with the architect. At the next meeting the board will review details about public notice.
  - b. **Cataloguer Salary:** White-Owens requested to increase the salary for the cataloguer position. A discussion took place by the board. A motion was made by Steward, seconded by Drake to a salary increase effective 10/2/18. Motion carried.

- c. **Happenings:** New library app is forthcoming, more details to follow. The annual backpack giveaway was a huge success. Chesterfield Walmart was instrumental to that with their donations of backpacks and discount coupons. Haven Place will be the recipient of a donation from the library. We will be donation some of our older computer equipment. The staff is pushing for more teen and tween involvement at the library by establishing a teen advisory board. We will be launching more tech based programs for the community including e-reader options to coincide with the new app launch.

**VII. New Business:**

- a. **Renovation:** Covered in the "Director's Report".

**VIII. Old Business:**

- a. **Gratiot Property:** There is still an outstanding need to acquire fencing quotes - this will be discussed at the next board meeting.

**IX. Next Meeting:** The next meeting is October 19th, 2018.

**X. Adjournment:** On a motion by Drake, seconded by Sterling, the meeting adjourned at 7:05 PM

Submitted by:



Phino DeLeon, Secretary