

Jean Waterloo Public Library

Board Minutes

December 14, 2018

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:16 PM by DeLeon.

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

Staff: Karen White-Owens

Absent: Sylvia Steward

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

- III. **Public Comment:** None.

- IV. **Secretary's Report:** A motion was made by Hofma seconded by Sterling to approve the November 2018 minutes. Motion carried.

- V. **Treasurer's Report:** DeLeon reviewed a copy of the report with the board. The report was received and filed. The November bills were reviewed and discussed. A motion was made by Drake, seconded by Sterling to approve the payment of bills for November. Motion carried.

- VI. **New Business:**
 - a. **Election of Library Board Officers:** DeLeon and Sterling both made applications for the recently vacated President position. After some discussion, DeLeon withdrew his bid and asked to retain the Secretary position making Sterling the only candidate for President. A motion was made by Drake, seconded by Hofman to approve Gretchen Sterling as President. Motion carried. A motion was made by Drake, seconded by Hofman to approve Phino DeLeon as Secretary. Motion carried.

- b. **Checking Account:** White-Owens shared with the board the need for new signature cards to be on file at the bank. It was decided that Sterling and DeLeon will fill out signature cards as well as be available to sign checks for bill payments. As soon as a treasurer is added to the board, they will fill out a signature card as well.

VII. Old Business:

- a. **Status of Library name change:** The board decided to wait to announce any name changes until the current renovation project has completed place and the Grand Re-Opening is set to take place. The name change and re-launch will coincide with each other at that time.

VIII. Next Meeting: The next meeting is January 18th, 2019.

IX. Adjournment: On a motion by Drake, seconded by Hofman, the meeting adjourned at 6:42 PM

Submitted by:

A handwritten signature in cursive script that reads "P DeLeon". The signature is written in black ink and is positioned above the printed name of the signatory.

Phino DeLeon, Secretary