

Jean Waterloo Lenox Township Public Library

Board Minutes

March 20, 2020

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, Adrienne Hilmon

Present via phone: Kathleen Andrews, Virginia Hofman, Sylvia Steward

Staff: Beth Bogaert

Absent: Gretchen Sterling

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

III. Public Comment: None.

IV. Secretary's Report: The Secretary's Reports for January, February and March emergency meetings were reviewed. The minutes for all meetings were tabled until the April board meeting.

V. Treasurer's Report: Andrews reviewed a copy of the report with the board. No bill pay documentation was presented.

VI. Director's Report:

- a. **Library Happenings:** The outbreak of COVID-19 has closed the library. Beth Bogaert contacted the staff and reported that everyone is doing well. Bogaert also reported a locksmith has rekeyed the library.

VII. New Business:

- a. **Interim Director Position:** A motion was made by Andrews, seconded by Hofman to declare Beth Bogaert the Interim Director of the Jean Waterloo Lenox Township Public Library. Motion passed.
- b. **Beth Salary Increase:** A motion was made by Steward seconded by Andrews to increase Beth Bogaert's salary to \$25.13 an hour beginning March 14, 2020. Motion carried. A motion was made by Andrews seconded by Hilmon to retroactively activate \$5.00 an hour raise for prior 3 weeks to give Beth Bogaert a total of \$600.00. Motion carried.
- c. **Address Karen's Compensation Post-Resignation:** The board addressed the resignation of Karen White-Owens. The board will prepare to adjust departure compensation for White-Owens based on employee handbook.
- d. **Library Closure Timeline:** As of the emergency meeting on March 14, 2020, the library has been closed due to the COVID-19 pandemic. A motion was made by Andrews, and seconded by

Steward to continue the closure for the recommended time, and to reopen on April 6, 2020.
Motion carried.

- e. **Staff Compensation:** Due to the closure, a motion was made by Steward, and seconded by Andrews to pay the staff their hours scheduled up to April 6, 2020. Motion carried.
- f. **Key Distribution List:** Board members received a list of employees who need keys to access the library. New keys will be distributed once copies are made.
- g. **New Director Search:** The board will take the necessary steps to begin an active search for a permanent library director after COVID-19 pandemic, and library resumes normal operations.

VIII. Old Business:

- a. Begin completing necessary upgrades and repairs for bathroom.
- b. Check the status of the library name change and what is needed to complete the change.
- c. Begin the process of creating signage to be placed at the new library site.
- d. Secure library funds in new accounts.

IX. Next Meeting: The next meeting is April 17th, 2020.

X. Adjournment: On a motion by Hofman, seconded by Steward, the meeting adjourned at 8:12 PM.

Submitted by:

Adrienne D. Hilmon

Adrienne D. Hilmon, Secretary