

Jean Waterloo Lenox Township Library Board  
Board Meeting Minutes  
April 16, 2021

- I) Call to Order: The meeting was called to order by Hilmon at 6:40pm.
- II) Roll Call  
Present  
Board members: Adrienne Hilmon (calling from Lenox, MI), Daniel VanDeKerHove (calling from New Haven, MI), Sylvia Steward (calling from New Haven, MI) Virginia Hofman (calling in from New Haven, MI)  
  
Staff: Beth Bogaert (calling from New Haven, MI)  
  
Public: Stephanie Martis (calling from New Haven, MI), Pat Bruen (calling from Lenox, MI)  
  
Absent – none
- III) Approval of the agenda: A motion was made by VanDeKerHove, seconded Steward to approve the agenda. Motion carried.
- IV) Treasurer’s Report: Bogaert reviewed a copy of the March report with the board. A motion was made by VanDeKerHove, seconded by Steward to approve the report. Motion carried. The January bills were reviewed and discussed. A motion was made by Hofman, seconded by VanDeKerHove to approve the January bills. Motion carried. The February bills were reviewed and discussed. A motion was made by Steward, seconded by VanDeKerHove to approve the February bills. Motion carried. The March bills were reviewed and discussed. A motion was made by VanDeKerHove, seconded by Steward to approve the March bills. Motion carried.
- V) President’s Reports  
Old Business  
a) Trustee Positions: Board members interviewed candidates Stephanie Martis and Pat Bruen. Martis stated that she was interested joining the library board because she wanted to be more involved in the community. She loves books and the library and is willing to fill any position because she wants to help. Bruen has moved back to the area in recent years and wants to be more involved in the New Haven community through the library board. She also works with Haven

Place to provide piano lessons for kids. Both candidates would like help expand the library's reach to children and young adults through more programming opportunities.

Hilmon thanked the candidates for attending and both candidates left the call. Board members discussed the candidates, taking their experience and commitment into consideration. A motion was made by Hofman, seconded by Steward to appoint Pat Bruen to the library board. Motion carried. A motion was made by VanDeKerHove, seconded by Steward to appoint Stephanie Martis to the library board. Motion carried.

Hilmon will be contacting both candidates to offer them the positions. Candidates will be need to sworn before next meeting. Hilmon will notify Lenox Township of the appointment of new members.

- b) Gratiot Property: VanDeKerHove, who serves as the code enforcement officer for the Village of New Haven, presented information regarding Macomb Automotive Group parking 20-30 vehicles on a portion of the Gratiot lot owned by the library. VanDeKerHove was told by the owner Macomb Automotive that he had an arrangement with the library that allowed them use our land to park cars. No such arrangement exists. Members discussed concerns about liability issues and property damage that arise from the cars being parked on library property. A motion was made by VanDeKerHove, seconded by Steward to have Michael Nickerson, the library's attorney, draft and send correspondence to Macomb Automotive that sets a time frame for the cars to be removed from the property and stipulates the legal action that will be taken if the cars are not removed. Motion carried. Director will contact Nickerson in the coming week.
- c) Library Board Bylaws: Steward stated that the board previously formed a committee to address bylaws. Discussion of the bylaws and a potential bylaw committee was tabled by Hilmon and will be revisited at a future meeting.
- d) Library Board Calendar: Bogaert created a Gmail account and Google calendar for the library board to keep track of important meeting dates. Hilmon currently has the login information and Bogaert can provide that information to any member who would like it. VanDeKerHove

asked if the public could be included in making changes to the calendar and if the calendar could be used as an outreach tool. Bogaert will investigate more functions regarding Google calendar.

#### New Business

- a) Audit: Members received copies of the audit in February. No questions were raised regarding the audit.
  
- b) Social Media Policy: Members discussed the rough draft of the proposed social media policy. Policy arose as a result of conflict between members of the public that occurred on social media. Bogaert researched similar policies from other libraries when drafting the policy. Members asked questions regarding the director having ultimate approval over posts made by staff and expressed the potential need for board having oversight in social media postings. VanDeKerHove and Steward expressed concerns regarding the need for such a policy. Further discussion surrounding the policy was tabled until the next meeting.

Committee reports: none

- VI) Secretary's Report: Members discussed the December 2020 meeting minutes. A motion was made by Steward, seconded by Hofman, to approve the minutes with the contingency that the word "Amended" be added to the header and the spelling of "Cassee" be corrected. Motion carried. Members discussed the January 2021 meeting minutes. A motion was made by VanDeKerHove, seconded by Hofman to approve the minutes. Motion carried. There were no meetings in February or March, so no minutes were submitted.
  
- VII) Director's Report
  - a) Library Happenings: The library has continued to distribute craft kits for children, teens, and adults with great success. The library held an easter scavenger hunt on our lawn on April 10 and had good attendance. On April 28<sup>th</sup>, the library will be hosting a Zoom class on financial planning with Pam Redford presenting.
  
  - b) Budget Adjustments: Due to a miscommunication between Decker Agency, who covers the library's building insurance, and the library, an extra payment had to be made on the building insurance in FY 2020-2021. A motion was made by VanDeKerHove, seconded by

Steward to move \$2500 from Salaries to Insurance – Building. Motion carried. A motion was made by Steward, seconded by VanDeKerHove, to move \$3000 from Insurance – Health to Insurance Building. Motion carried.

Adjustments also had to be made to the Automation fund, which covers the dues the library pays quarterly to the Suburban Library Cooperative for the licensing and upkeep of software and hardware vital to library function. A motion was made by VanDeKerHove, seconded by Steward, to move \$1000 from State Aid to Automation. Motion carried. A motion was made by VanDeKerHove, seconded by Steward, to move \$2500 from Salaries to Automation. Motion carried.

- VIII) Public Comments: VanDeKerHove discussed Lombardo Homes building a roadway that would encroach on Gratiot property owned by the library. The issue was initially presented at most recent Village of New Haven board meeting. Bogaert found paperwork that stands as an agreement between Lombardo and the library regarding the construction of a roadway but will need to contact the attorney to better understand the full meaning of the language of the agreement.
- IX) Announcements: none
- X) Next Meeting – May 21, 2021 at TBA
- XI) Meeting Adjournment: A motion to adjourn was made by VanDeKerHove, seconded by Hofman, at 8:28pm. Motion carried.

Submitted by:



Beth Bogaert  
Library Director