

## Lenox Township Library

### Board Minutes

March 17, 2017

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Lenox Township Library was called to order at 6:08 PM by Goralczyk.  
**Present:** Mark Goralczyk, Phino DeLeon, Shirley Drake, Rhonda Davis  
**Staff:** Karen White-Owens  
**Absent:** Gretchen Sterling, Virginia Hofman
  
- 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 Davis to approve the January corrected minutes. Motion carried. A motion was made by Drake, seconded by Davis to approve the February minutes. Motion carried.
  
- V. **Treasurer's Report:** A motion was made by DeLeon, seconded by Drake to approve the payment of bills for February. Motion carried.
  
- VI. **Director's Report:**
  - a. **Building repair:** The board reviewed and discussed the 4 quotes that White-Owens gathered. (Frank Devos National Heating & Cooling, Flame, Professional Heating & Cooling, and Randazzo). A motion was made by Drake, seconded by DeLeon to approve the hiring of Frank Devos National Heating & Cooling. Motion carried.
  - b. **Budget:** A motion was made by Davis, seconded by Drake to adjust the 2016-17 budget, adding line item "Capital Outlay" and allocating the funds to pay for the building repairs. Motion carried.
  - c. **Substitute Pages:** White-Owens requested the ability to add two (2) Substitute Page positions to aid with summer staffing issues. A motion was made by DeLeon to hire two Substitute Pages on a temporary basis, seconded by Drake. Motion carried.

**VII. New Business:** None

**VIII. Old Business:**

- a. **Treasurer Position:** Rhonda was given an explanation of the treasurer position and the board asked if she would be willing to fill the position. She will make her decision and announce it at the next meeting.
- b. **Library Rebranding:** White-Owens has begun the discovery for the data required to fulfill the rebranding. She is still collecting the information at this time.
- c. **Life Property:** DeLeon shared with the board that this is an option that may be pursued. A market value for the property adjacent to the library will need to be done prior to taking any further actions at this time. DeLeon will draft a CMA based on the public records data to share with the board at the next meeting.
- d. **Budget:** Keep "Capital Outlay" on the budget to allow for any future repairs that may arise. (i.e. windows or roof repairs)
- e. **Audit:** Mark asked for status of the audit docs - Karen stated that they will be available at the next month's meeting.

**IX. Next Meeting:** The next meeting is April 21st, 2017.

**X. Adjournment:** On a motion by Davis, seconded by DeLeon, the meeting adjourned at 7:02 PM

Submitted by:

Phino DeLeon, Secretary