

## Jean Waterloo Public Library

### Board Minutes

February 21, 2020

**I. Call to Order:** The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:07 PM by DeLeon.

**Present:** Kathleen Andrews, Phino DeLeon, Adrienne Hilmon, Virginia Hofman, Gretchen Sterling, Sylvia Steward

**Staff:** Karen White-Owens

**Absent:** None

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

**III. Public Comment: None.**

**IV. Secretary's Report:** The Secretary's Report for January was reviewed a correction must be made. The minutes were tabled until the March board meeting.

**V. Treasurer's Report:** Andrews reviewed a copy of the report with the board. The report was received and filed. The January bills were reviewed and discussed. The audit was completed, and Board Members received the financial report. A motion was made by Andrews, seconded by Steward to approve the payment of bills for January. Motion carried.

#### **VI. Director's Report:**

- a. **Library Happenings:** White-Owens discussed events that occurred in February 2020. A local sorority had a Go Red for Women's Heart Health with information presented by health professionals. The event was a success. Future events may be recorded and aired on local cable channel for the benefit of the community. Ask the Attorney event had low turnout. This event been successful in the past. Low attendance could be weather related and may be offered at another time of year.
- b. **Library Building:** White-Owens reported that the current lighting fixtures and florescent bulbs are no longer being manufactured and difficult to purchase since they are out of date. The cost to update fixtures should be added to the budget and completed after hours to ensure employees, and patrons are not at risk for injury during conversion. There may be grants available to cover the cost to complete the upgrades.
- c. **Future home of the Library:** White-Owens presented a flyer for review to get community members interested in assisting with a committee to build a new library. This flyer may be aired on local cable station. The target group size would be 10 to 15 members who would possibly meet at Haven Place. Board members discussed a tentative date of May 1<sup>st</sup> for the first

committee meeting. Board members requested the flyer be revised prior to presenting to the public.

- d. **Library name change:** White-Owens briefly discussed the status of the name change, and that she was working with an attorney on the legal aspects of the name change.
- e. **Upcoming Events:** White-Owens reported that a Psychiatrist is scheduled for March to present relaxation and stress management tips. The Easter Bunny Show is scheduled for April and a tentative plan for a Tea party is for May at Haven Place. Employees are working on a Summer Reading program for a June launch.

**VII. Old Business:**

- a. **New Library:** DeLeon stated Macomb Auto has been parking cars on future library property. Board members discussed possible solutions to keep Macomb Auto off the property without legal action. Kathleen Andrews stated that placement of signage may deter trespassing on future library site.
- b. **Current Library:** A request was made for shelving to utilize space in the library.

**VIII. New Business:**

- a. **Committee:** Board members discussed recruiting community members for the library committee and setting a goal of holding the first committee meeting in March. The Board members also discussed the need to focus on priorities, such as improving and upgrading current building.

**IX. Next Meeting:** The next meeting is March 20<sup>th</sup>, 2020.

**X. Adjournment:** On a motion by Andrews, seconded by Sterling, the meeting adjourned at 6:55 PM.

Submitted by:

*Adrienne D. Hilmon*

Adrienne D. Hilmon, Secretary