

# Jean Waterloo Public Library

## Board Minutes

December 13, 2019

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:12 PM by Sterling.  
  
**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 DeLeon to approve the agenda. Motion carried.
  
- III. **Public Comment:** None.
  
- IV. **Secretary's Report:** An error on the previous meeting minutes was found. Andrews will make the corrections and resubmit for the January meeting.
  
- V. **Treasurer's Report:** Sterling reviewed a copy of the report with the board. The report was received and filed. The October & November bills were reviewed and discussed. A motion was made by Steward, seconded by DeLeon to approve the payment of bills for October. Motion carried. A motion was made by DeLeon, seconded by Steward to approve the payment of bills for November. Motion carried.
  
- VI. **Director's Report:**
  - a. **Library Happenings:** White-Owens discussed happenings that are planned for 2020 through May.
  - b. She also reported an issue concerning a schedule snafu along with the fact that it had been resolved.
  - c. The name change is progressing along after positive feedback from the board meeting at Lenox Township. She is currently working on collecting all the items needed to make the change take place.

**VII. Old Business:**

- a. **Allocation of Library Funds:** A brief discussion was held on the status of relocating the library holdings. A motion was made by Steward, seconded by Andrews to move the funds as previously discussed. Motion carried.

**VIII. New Business:**

- a. **Elections:** The board voted on executive positions for 2020.

DeLeon was elected president

Andrews was elected treasurer

Hilmon was elected secretary

- IX. Next Meeting:** The next meeting is January 17th, 2020.

- X. Adjournment:** On a motion by Steward, seconded by Andrews, the meeting adjourned at 6:33 PM

Submitted by:

A handwritten signature in cursive script that reads "Phino DeLeon".

Phino DeLeon, Secretary & President-Elect