

Jean Waterloo Public Library

Board Minutes

September 20, 2019

AMENDED

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:02 PM by DeLeon.
Present: Kathleen Andrews, Phino DeLeon, Andrienne Hilmon, Virginia Hofman, Sylvia Steward
Staff: Lynn Couck, Karen White-Owens
Absent: Gretchen Sterling
- 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:** A motion was made by Hofman, seconded by Hilmon to approve the May 2019 minutes. Motion carried.
- V. **Treasurer's Report:** DeLeon reviewed a copy of the report with the board. The report was received and filed. The May and June bills were reviewed and discussed. Couck answered the board's questions on the bills and explained overlapping payments from not having a steady signer/treasurer. A motion was made by Hofman to approve May's bills and seconded by Steward. Motion Carried. A motion was made to pay May's bills by Hilmon and seconded by Steward. Motion carried. A motion was made by Hofman to approve June's bills and seconded by Steward. Motion carried. A motion was made to pay June's bills by Hilmon and seconded by Steward. Motion carried. A motion to table July and August's bills for one month until Gretchen Sterling could be present was made by Steward and seconded by Hofman. Motion carried.
- VI. **Directors Report:**
 - a. **Library Happenings:**
 - i. White-Owens informed the board the city inspector said if the lot on Gratiot wasn't landscaped a ticket would be issued. White-Owners obtained three quotes and hired the most competitive rate. The project has been completed.
 - ii. Staff did "meet up and eat up over the summer", 50 students participated.

- iii. The library received donations to help give away bookbags for the new school year to students in the community.
- iv. Staff is starting a new program with local teachers. Teachers Reserves (library will pull books on specific topics and hold them for that teacher's students) and Teacher Courtesy Cards (allows teachers that don't live in the community to have a library card with Lenox Township and it allows a month long check out time as the standard).
- v. The sole toilet in the library is made for home use, not commercial use. It has been deteriorating quickly and White-Owens plans to have it replaced along with having the pipes cleaned out.

VII. New Business:

- a. **Building Renovations/Build:** Informally discussed setting a timeline for the renovation project. All parties agreed in depth discussions of new business should be postponed until all board members were present. Andrews made a motion to table all new business until the October meeting and it was seconded by Hilmon. Motion carried.

VIII. Old Business:

- a. **Lynn Couck:** Answered all questions to the satisfaction of the board.
- b. **Moving Funds to Flagstar Bank:** All parties agreed in depth discussions of outstanding old business should be postponed until all board members were present. Andrews made a motion to table all new business until the October meeting and it was seconded by Hilmon. Motion carried.
- c. **Library Name Change:** White-Owens stated it is customary to bring a potential name change of the Library to the attention of Lenox Township. That she is going to try and get on the agenda at their next board meeting and would inform the library board members when that meeting will be.

IX. Next Meeting: The next meeting is October 18, 2019

X. Adjournment: On a motion by Steward, seconded by Hofman, the meeting adjourned at 6:57 PM.

Submitted By:

Kathleen Joy Andrews

Kathleen Joy Andrews, Treasurer

AMENDED