

## **Regular Meeting of the White Lake Township Library Board of Trustees**

Held at White Lake Township Library on the 22nd day of May, 2019 at 6:45 pm

Meeting is streamed Live on Facebook, but today's meeting was stopped mid-way due to a technical issue.

Call to Order – Meeting called to order by Glen Rossow at 6:49 pm.

Roll Call – President Glenn Rossow, Vice President David Varadian, Treasurer Richard McGlew, Secretary Jennifer Schulz, Trustee Karen Wyns, Trustee Beth Rubus present. Director Denise Stefanick, Assistant Director Amy Rosen, and Administrative Assistant Rachael Weaver in attendance.

Approval of the Agenda – Motion to approve the agenda made by Jennifer Schulz and seconded by David Varadian. Motion carried. (5 yes votes)

Public Comments– Gerry Herrington and Roger Herrington, 240 Wiggin Lane, White Lake, 48386 and Mary Early 5925 Pine Ridge Court, White Lake, 48386

Approval of the Minutes – Motion to approve April 24, 2019 regular meeting minutes as presented, made by Beth Rubus and seconded by Karen Wyns. Motion carried. (5 yes votes)

### Library Building Reports

- Overall Project Timeline, Status, and Next Actions: Glenn Rossow
  - Status reviewed by Glen Rossow. Over 90% of work on the new building is complete. Ribbon Cutting Ceremony set for June 6, 2019.
- Financials: Glenn Rossow
  - Status reviewed by Glenn Rossow.
  - Motion to approve Cost Control Book 12 totaling \$441,783.40 for payment by the township made by Rich McGlew and seconded by Karen Wyns. Motion carried. (5 yes votes)
  - Motion to approve change order #4 totaling \$78,323.04 for payment by the township made by Jennifer Schulz and seconded by David Varadian. Motion carried. (5 yes votes)
  - Motion to approve authorizing Glenn Rossow to sign on behalf of the library the bill of sale for the water main and any easements pertaining to the new building retroactive to March 1, 2018 and through to the final certificate of occupancy made by Jennifer Schulz and seconded by Rich McGlew. (5 yes votes)
  - Motion to approve a cash bond, amount to be determined by the township, for the landscaping of the new building, a cash bond for the waterline of \$97,050, and a cash bond for the punch list of open items at the new building to jointly not exceed \$150,000 made by Jen Schulz and seconded by Rich McGlew. Motion carried. (5 yes votes). Note: The landscaping and watermain bonds will be held for a two-year period. The punch list funds will be returned once the line item is closed out.
- Other Owner Costs: Denise Stefanick
  - Technology: Rich McGlew
    - Status reviewed by Amy Rosen.
  - Interior & Signage: Jennifer Schulz
    - Status reviewed by Jennifer Schulz.
  - Move to New Library: Amy Rosen
    - Status reviewed by Denise Stefanick
  - Fundraising: President Rossow, Director Stefanick, and Trustee Varadian
    - Status reviewed by Glenn Rossow.

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### Officer Reports

- President's Report – Glenn thanked the Friends for their efforts supporting the successful and well received event held at the new library on May 4<sup>th</sup>. He also asked the trustees to review the library's current goals and think about how the new library impacts those goals and how the vision might change moving forward and what goals should be in place to support it.
- Vice President's Report – Thanked Friends for their work on the fundraiser.
- Secretary's Report – Thanked Friends for their work on the fundraiser. Thanked Denise Stefanick and her staff on the extra effort put forth during the move from the old building to the new.
- Treasurer's Report – Rich McGlew presented May 2019 bills and financials. Motion to approve the May's bills for payment as presented made by Rich McGlew and seconded by Karen Wyns. Motion carried. (5 yes votes) Denise Stefanick presented 2018 budget adjustments. A motion to update the 2018 budget by increasing the budgeted amount where the actual expense exceeded the previous budget amount and decreasing the income line items where we did not achieve the budget with adjustments to the computer and furnishings budgets to maintain the original total expenses and net income was made by Jennifer Schulz and seconded by Rich McGlew. Motion carried. (5 yes votes)

Library Director's Report – Director Stefanick presented report.

### New Business

- MMMRA Insurance Proposal – Motion to accept MMMRA proposal Q000012202 effective July 1, 2019, to be amended to be effective June 1, 2019, not to exceed \$19,000 made by Karen Wyns and seconded by Beth Rubus. Motion Carried. (5 yes votes)

### Old Business

- New Library Public Space Policy – Jennifer Schulz reviewed summary of surrounding library meeting room policies. Board members are to review the summary and forward their ideas and comments to Jennifer before the June meeting. This policy will be discussed and voted on at that meeting.
- Recommendation for change to Public Service Policy – Media - Will review at next month's meeting.

Adjournment - Motion to adjourn the meeting made by Karen Wyns and seconded by David Varadian. Motion carried. (5 yes votes) Meeting adjourned at 9:46 pm.

The next Regular Meeting of the White Lake Township Library Board of Trustees is scheduled for Wednesday, June 26<sup>th</sup>, 2019 at 6:45PM in The Gathering Place at the new White Lake Library, 11005 Elizabeth Lake Road.

Minutes prepared by Jennifer Schulz, Secretary