

Regular Meeting of the White Lake Library Board of Trustees

Held virtually via a zoom meeting on February 24, 2021

Call to Order - Meeting called to order by Jennifer Schulz at 6:45 pm. Due to the stay at home COVID-19 order, the meeting was held via Zoom.

Roll Call - President Jennifer Schulz, Vice President Richard McGlew, Secretary Karen Wyns, Treasurer Beth Rubus, trustees Jake Dudek and Gwendolyn Newton present. Director Denise Stefanick and Assistant Director Amy Rosen in attendance. All members are physically located in White Lake Township.

Approval of the Agenda

Motion to approve the agenda made by Beth Rubus and seconded by Karen Wyns. Roll call votes: Richard McGlew - yes, Gwendolyn Newton - yes, Jake Dudek - yes. Motion carried. (5 roll call yes votes)

Public Comments - None.

Approval of the Minutes

Motion to approve January 27, 2021 regular meeting minutes made by Beth Rubus and seconded by Gwendolyn Newton. Motion carried. (5 roll call yes votes)

Officer Reports

- President's Report - Joe Strauss of J.E. Strauss Consulting/CPA, LLC answered questions from his accounting services proposal that had been presented to the board. Motion to accept the proposal from J.E. Strauss Consulting for the 2021 and 2022 calendar years, subject to legal review, made by Richard McGlew and seconded by Karen Wyns. Motion carried. (5 roll call yes votes)
- Vice President's Report – None
- Secretary's Report – None
- Treasurer's Report –
 - Beth Rubus presented the February 2021 financial statements and bills. Motion to accept the bills for payment as presented made by Jake Dudek and seconded by Gwendolyn Newton. Motion carried. (5 roll call yes votes)
 - Motion made by Beth Rubus and seconded by Richard McGlew to open a money market account at Lake Michigan Credit Union and move the balance of the savings account at Lake Michigan Credit Union to the money market account at Lake Michigan Credit Union with the same signers as the other Lake Michigan Credit Union accounts. Motion carried. (5 roll call yes votes)

Library Director's Report - Director Stefanick presented her report.

Break in Meeting - 8:25 pm

Meeting Resumed - 8:30 pm

2020 Budget Adjustment

- Motion made by Richard McGlew and seconded by Karen Wyns to adjust the 2020 budget to include \$183,635.92 of fund balance for previously approved capital improvements. Motion carried. (5 roll call yes votes)

- Motion made by Richard McGlew and seconded by Karen Wyns to adjust the 2020 budget for the income accounts that are under budget by reducing the budget for accounts that are over budget and for the expense accounts that are over spent by reducing the budget for accounts that are under spent. Motion carried. (5 roll call yes votes)

New Business

- Accounting Services Proposal - See President's Report.

Old Business

- Quality Service Audit Checklist - provided to board members for review.
- Strategic Plan and Checklist - provided to board members for information

Adjournment - Motion to adjourn the meeting made by Richard McGlew and seconded by Karen Wyns. Motion carried. (5 roll call yes votes) Meeting adjourned at 9:32 pm.

The next Regular Meeting of the White Lake Library Board of Trustees is scheduled for Wednesday, March 24, 2021, via Zoom.

Minutes prepared by Karen Wyns, Secretary