



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

Held at White Lake Township Library, July 27, 2022

Call to Order - Meeting called to order by Richard McGlew at 6:49 pm.

Roll Call - President Richard McGlew, Vice President Jake Dudek, Secretary Karen Wyns and Treasurer Gwendolyn Newton present. Trustees Jennifer Schulz and Beth Rubus absent, excused. Director April Stevenson, Assistant Director Amy Rosen and Admin Assistant Heather Clark in attendance.

Approval of the Agenda - Motion to approve the agenda as presented made by Gwendolyn Newton and seconded by Jake Dudek. Motion carried. (3 yes votes)

Presentations - None.

Public Comments - None.

Approval of the Minutes -

- Motion to approve the June 22, 2022, regular meeting minutes as presented, made by Gwendolyn Newton and seconded by Jake Dudek. Motion carried. (3 yes votes)

### Officer Reports

- President's Report - Richard McGlew attended the Trustees Roundtable discussion at the Farmington Community Library. It was well attended and informative.
- Vice President's Report - Jake Dudek endorses the Library Millage Proposal.
- Secretary's Report - Karen Wyns sent a thank you note, on behalf of the Board, to the Friends of the White Lake Library for providing a wonderful retirement reception for Denise Stefanick.
- Treasurer's Report
  - Gwendolyn Newton presented the July 2022 financial statements and bills. Motion to accept the bills for payment as presented, made by Karen Wyns and seconded by Jake Dudek. Motion carried. (3 yes votes)
  - A previous board member was listed on the PNC Bank signature card as a responsible beneficiary. Gwendolyn Newton resolved the issue and is now the responsible beneficiary. Our attorney will be consulted about how we should move forward on this issue.
  - Motion to move \$250,000 from Flagstar Savings to PNC Checking to pay the bills made by Gwendolyn Newton and seconded by Jake Dudek. Motion carried. (3 yes votes)

Library Director's Report - April Stevenson presented her report.

### New Business

- Request to sell Lawn Mower - Motion to sell the lawn mower made by Gwendolyn Newton and seconded by Jake Dudek. Motion carried. (3 yes votes)
- Library Credit Card - Discussion to continue at the August 2022 meeting.
- Electronic Bill Payment - Discussion to continue at a future meeting.
- Policy Comparison & Clarification
  - Public Policy 1B. Holidays - Motion to update Public Policy 1B Holidays, to match Personnel Policy 4.8 Paid Closed Holidays, with Veterans Day added as an Employee Training Day, made by Karen Wyns and seconded by Jake Dudek. Motion carried. (3 yes votes)
  - Personnel Policy 4.17 COBRA - Discussion to continue at the August 2022 meeting.
  - Personnel Policy 4.18.4 Workers' Compensation Insurance, Volunteers - Motion to eliminate from the Personnel Policy manual paragraph 4.18.4 made by Gwendolyn Newton and seconded by Jake Dudek. Motion carried. (3 yes votes)
- Financial/Purchasing Policy Draft - Motion to create a Financial Policy Committee with initial members being April Stevenson, Gwendolyn Newton and Jake Dudek, made by Jake Dudek and seconded by Gwendolyn Newton. Motion carried. (3 yes votes).
- Strategic Plan Request for Proposal Draft - Discussion to continue at a future meeting.

### Old Business -

- Parking Lot Sealcoating Quotes - Motion to accept the proposal, as presented, by A & R Sealcoating at the price of \$8,950 made by Gwendolyn Newton and seconded by Jake Dudek. Motion carried. (3 yes votes)
- 2022-2023 Snow and Ice Management Quote - Quotes for snow and ice management are being sought.
- Review of Policy 1J. Quiet Study Rooms, Walnut & Maple Rooms - Quiet Room policy is well received by staff and patrons.

Adjournment - Motion to adjourn the meeting made by Jake Dudek and seconded by Gwendolyn Newton. Motion carried. (3 yes votes) Meeting adjourned at 8:43 pm.

**The next Regular Meeting of the White Lake Library Board of Trustees is scheduled for Wednesday, August 24, 2022 at 6:45pm at the White Lake Township Library Gathering Place.**

Minutes prepared by Karen Wyns, Secretary