



**Regular Meeting of the White Lake Library Board of Trustees**  
Held at White Lake Township Library, August 24, 2022

Call to Order - Meeting called to order by Richard McGlew at 6:51 pm.

Roll Call - President Richard McGlew, Vice President Jake Dudek, Secretary Karen Wyns, Treasurer Gwendolyn Newton and Trustee Jennifer Schulz present. Jennifer Schulz was excused from the meeting 7:10-7:23. Trustee Beth Rubus absent, unexcused. Director April Stevenson, Assistant Director Amy Rosen and Administrative 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. (4 yes votes)

Public Comments - None.

Approval of the Minutes -

- Motion to approve the July 27, 2022, regular meeting minutes as presented, made by Gwendolyn Newton and seconded by Jake Dudek. Motion carried. (4 yes votes)

Officer Reports

- President's Report - None.
- Vice President's Report - Jake Dudek thanked the voters for passing the Library Millage at the August election.
- Secretary's Report - None.
- Treasurer's Report -
  - Gwendolyn Newton presented the August 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. (4 yes votes)
  - Treasurer Gwendolyn Newton is now the Responsible Beneficiary for PNC Bank.
  - Motion to close the PNC Sweep Account made by Gwendolyn Newton and seconded by Jen Schulz. Motion carried (4 yes votes)

Finance Committee Report

- Flagstar Updated Forms/Signatures - All signature forms are finalized.
- Financial/Purchasing Policy Draft - First draft presented to Board for review.
- Library Credit Card - Motion to approve a new credit card for the White Lake Township Library with a credit limit not to exceed \$10,000 for general expenses, as per the Financial Policy V1 draft made by Gwendolyn Newton and seconded by Jen Schulz. Motion carried. (4 yes votes)
- Electronic Bill Payment - Motion to establish an Electronic Fund Transfer (EFT) to pay AT&T, DTE, Consumers Energy and Oakland County Water Resource made by Jake Dudek and seconded by Jen Schulz. Motion carried. (4 yes votes)

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

New Business

- 2023 Calendar Review - Motion to approve the 2023 Closure Dates, as presented, made by Jen Schulz and seconded by Jake Dudek. Motion carried. (4 yes votes)
- Renewal of IT System Maintenance Agreement - Motion to approve the pre-purchase of 500 hours of Micro Tech, not to exceed \$37,500, made by Jen Schulz and seconded by Gwendolyn Newton. Motion carried. (4 yes votes)
- Public Policy Definition Page - Motion to add the definition page, as presented, made by Jennifer Schulz and seconded by Gwendolyn Newton. Motion carried. (4 yes votes)
- Drive Up Window/Zoning Issue - Discussion to continue at the September 2022 meeting.
- Review of Policy 1S: Volunteers - Discussion to continue at the September 2022 meeting.

Old Business -

- Request to Sell Lawn Mower - update provided.
- Policy Comparison & Clarification - update provided.
  - Personnel Policy 4.17 COBRA - update provided.
- Strategic Plan Request for Proposal Draft - Addressed in Director's Report.
- 2022-2023 Snow and Ice Management Quotes - Motion to accept the bid made by Jake Ryan Snow Removal at the 3 year rate, unless the director can find a better option,

made by Jennifer Schulz and seconded by Gwendolyn Newton. Motion carried. (4 yes votes)

Motion to pause the meeting for technical reasons made by Jennifer Schulz and seconded by Gwendolyn Newton. Motion carried. (4 yes votes)

Meeting paused at 9:32 pm

Motion to resume the meeting made by Jennifer Schulz and seconded by Karen Wyns. Motion carried. (4 yes votes)

Meeting resumed at 9:43 pm

- Building Signage Updates - Jennifer Schulz presented an update. Costs will be presented at the September 2022 meeting.

Adjournment - Motion to adjourn the meeting made by Gwendolyn Newton and seconded by Jake Dudek. Motion carried. (4 yes votes) Meeting adjourned at 10:11 pm.

**The next Regular Meeting of the White Lake Library Board of Trustees is scheduled for Wednesday, September 28, 2022 at 6:45pm at the White Lake Township Library Gathering Place.**

Minutes prepared by Karen Wyns, Secretary