

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

Held at White Lake Township Library on the 24th day of October 2018 at 6:45 pm

Call to Order – Meeting called to order by Glenn Rossow at 7:22 pm, following the 2019 Budget Meeting.

Roll Call – President Glenn Rossow, Vice President Jennifer Schulz, Secretary Richard McGlew, Trustee Karen Birkholz, and Trustee David Varadian present.

Approval of the Agenda – Motion to approve the agenda made by Karen Birkholz and seconded by David Varadian. Motion carried. (4 yes votes)

Public Comments – None

Approval of the Minutes – Motion to approve the September 26, 2018 regular meeting minutes as presented, made by Karen Birkholz and seconded by Jennifer Schulz. Motion carried. (4 yes votes)

Presentation of furniture recommendations for the new Library by Amelia Richards, C2AE

Amelia presented all finishes and furniture recommendations, which were developed with active and frequent participation of library representatives.

Motion to approve the furniture package as presented with cost to not exceed \$375,000 with a second look at the reference desks, the circulation desk, and the idea lab furniture, made by Jennifer Schulz and seconded by Karen Birkholz. Motion carried (4 yes votes)

### Library Building Reports

- Overall Project Timeline, Status, and Next Actions: President Rossow
  - Reported general progress as good, noting that some costs associated with Change Order #1 have been avoided, with the support and assistance of the township. The overall project timeline is not changed.
- Financial: President Rossow
  - Motion to approve the fifth Cost Control Book totaling \$ 542,054.60 for payment by the township made by Jennifer Schulz and seconded by Karen Birkholz. Motion carried. (4 yes votes)
- Other Owner Costs: Director Stefanick
  - No action.
- Technology: Secretary McGlew
  - No action.
- Interior: Vice President Schulz
  - Nothing beyond earlier discussion on finishes and furniture.
- Fundraising: Trustees Birkholz and Varadian
  - Trustee Birkholz reviewed status.

### Officer Reports

- President's Report – President Glenn Rossow expressed thanks to outgoing Trustee Karen Birkholz for her service, and extended the opportunity for Trustee Birkholz to comment. Trustee Birkholz thanked the board, Director Stefanick and staff, and the Friends for all that they do in support of the library.

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- Vice President's Report – Vice President Jennifer Schulz reviewed her attendance at the recent MLA meeting, and encouraged other board members to participate in the future.
- Secretary's Report – Secretary Richard McGlew noted thanks were due to Supervisor Rik Kowall for his assistance in avoiding some road costs.
- Treasurer's Report –President Rossow presented the bills.
  - Motion to approve the October bills for payment, as presented, made by Richard McGlew and seconded by David Varadian. Motion carried. (4 yes votes)
  - Motion to move \$200,000.00 from Flagstar to PNC made by Richard McGlew and seconded by Karen Birkholz. Motion carried. (4 yes votes)

Library Director's Report – Director Stefanick presented the report.

- Motion to enter into a 60-month contract with MOS Xerox for four devices, as presented, for \$753.48 monthly, made by David Varadian and seconded by Karen Birkholz.

### New Business

- Personnel Policy Update — Motion to change the vacation policy by amending the vacation earned schedule in section 4.10.1 of the White Lake Township Library Personnel to replace the schedules for service of 6 years and above to reflect service on January 1 of at least 6 years but less than 21 year earning 3 weeks of vacation on January 1, and service of at least 21 years earning 4 weeks of vacation on January 1, made by David Varadian and seconded by Richard McGlew. Motion carried. (4 yes votes)

### Old Business

- ADA Request for Accommodation — Motion to videotape board meetings, and post to YouTube for the next six months, at which time we would review, made by Jennifer Schulz and seconded by Karen Birkholz. Motion carried. (4 yes votes)

Motion to move November meeting to November 19 made by Richard McGlew and seconded by Jennifer Schulz. Motion carried. (4 yes votes)

### Adjournment

Motion to adjourn the meeting made by Jennifer Schulz and second by David Varadian. Motion carried. (4 yes votes)

Meeting adjourned at 10:20 pm.

The next Regular Meeting of the White Lake Township Library Board of Trustees is scheduled for Wednesday, November 19, 2018 in the lower level meeting room at 6:45 pm.

Minutes prepared by Richard McGlew, Secretary