

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

Held at White Lake Township Library on the 27th day of March, 2019 at 6:45 pm



Call to Order – Meeting called to order by David Varadian at 6:48 pm.

Roll Call – Vice President David Varadian, Treasurer Richard McGlew, Secretary Jennifer Schulz, Trustee Karen Wyns, Trustee Beth Rubus present. President Glenn Rossow excused. 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 Beth Rubus. Motion carried. (4 yes votes)

Public Comments – None

Approval of the Minutes – Motion to approve February 27, 2019 regular meeting minutes as presented, made by Karen Wyns and seconded by Jennifer Schulz. Motion carried. (4 yes votes)

### Library Building Reports

- Overall Project Timeline, Status, and Next Actions: Glenn Rossow
  - Status reviewed by Denise Stefanick. About 70% of work on the new building is complete.
- Financials: Glenn Rossow
  - Status reviewed by Rich McGlew. Motion to approve Cost Control Book 10 totaling \$431,933.40 for payment by the township made by Rich McGlew and seconded by Jennifer Schulz. Motion carried. (4 yes votes)
- Other Owner Costs: Denise Stefanick
  - Technology: Rich McGlew
    - Status Reviewed by Rich McGlew. Motion made to approve technology costs as presented not to exceed \$90,000 made by Rich McGlew and seconded by Jennifer Schulz. Motion carried. (4 yes votes)
  - Interior: Jennifer Schulz
    - Status Reviewed by Denise Stefanick and Jennifer Schulz. Interior finish review complete except for mantle. Motion to approve total interior furniture and interior signage budget as reviewed not to exceed \$317,000 made by Jennifer Schulz and seconded by Rich McGlew. Motion carried. (4 yes votes)
  - Move to New Library: Amy Rosen
    - Status Reviewed by Amy Rosen and Rich McGlew. Motion to approve Corrigan bid of \$7,649 for moving existing office items made by Rich McGlew and seconded by Karen Wyns. Motion Carried (4 yes votes).
  - Fundraising: President Rossow, Director Stefanick, and Trustee Varadian
    - Will review at next meeting.

### Officer Reports

- President's Report – None
- Vice President's Report – None
- Secretary's Report – None

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- Treasurer's Report – Rich McGlew presented March 2019 bills and financials. Motion to approve the March bills for payment as presented made by Rich McGlew and seconded by Karen Wyns. Motion carried. (4 yes votes)
- Library Director's Report – Director Stefanick presented report.

### New Business

- Recommendation for change to Public Service Policy – Media

Amy Rosen and Denise Stefanick reviewed the current policy and made recommendations to limit the number of DVD, and video games to be checked out at one time. Waiting for new TLN policy to finalize recommendation. Will review at next month's meeting.

### Old Business –

- New Library Public Space Policy – Will review at next month's meeting.
- ADA Complaint - At 8:24 pm, Jennifer Schulz moved to enter closed session under Section 8(h) of the Open Meetings Act, to consider a March 27, 2019 letter from Anne McClorey McLaughlin, the Board's retained attorney in a state administrative proceeding. The letter is an attorney-client communication subject to privilege and is exempt from discussion or disclosure under state and federal statute." Motion seconded by Karen Wyns. Motion carried (4 yes votes)
- Motion to move out of closed session at 9:31 pm made by Jennifer Schulz and seconded by Rich McGlew. Motion carried. (4 yes votes)
- Jen Schulz motioned to approve the settlement agreement for MDCR number 487193 and the specific provisions amended as follows:
  - Number one, the respondent agrees in good faith to video record its regular and special board meetings and to upload the recordings to an accessible site on the internet via YouTube or any other accessible website where videos can be stored online for later viewing and access beginning with the regular board meeting of January 2019.
  - Number two, the respondent agrees in good faith to provide a live streaming video of its regular and special board meetings via a live video accessible website or software beginning no later than April 30, 2019.
  - Number three, respondent shall not be penalized or considered non-compliant with this agreement if technical or equipment failure out of the respondent's control prevents or interrupts the live streaming recording or uploading of the recorded video.
  - And number four, the party agrees to accept the above reference settlement terms as full and final resolution of MDCR number 487193."
  - Rich McGlew seconded the motion. Motion carried (4 yes votes)
- Jen Schulz made a motion that the board authorizes Dave Varadian, Library Board vice president, to sign the agreement for the board." and second by Karen Wyns. Motion carried (4 yes votes)

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Adjournment

Motion to adjourn the meeting made by Jennifer Schulz and second by Beth Rubus. Motion carried. (4 yes votes) Meeting adjourned at 9:35 pm.

The next Regular Meeting of the White Lake Township Library Board of Trustees is scheduled for Wednesday, April 25, 2019 in the lower level meeting room at 6:45 pm.

Minutes prepared by Jennifer Schulz, Secretary