



Regular Meeting of the White Lake Library Board of Trustees

Held at White Lake Township Library, January 22, 2025

Call to Order - The January 22, 2025, regular meeting of the White Lake Township Library Board of Trustees was called to order by President Jennifer Schultz at 6:45 pm.

Pledge of Allegiance

Roll Call - President Jennifer Schultz, present; Vice President Eric Shotwell, present; Treasurer Gwen Newton, present; Secretary Carie Francis, present; and Trustees Becky Knapp and William Lonsberry, present. Director April Stevenson and Assistant Director Amy Rosen were also in attendance.

Approval of the Agenda

Gwendolyn Newton made a motion to approve the agenda; Eric Shotwell seconded the motion. The motion carried (5 yes votes).

Approval of the Minutes

Becky Knapp made a motion to approve the minutes; Gwen Newton seconded the motion. The motion carried (5 yes votes).

Public Comments - None

Presentations - None

Officer Reports

- President's Report - No report.
- Vice President's Report - No report.
- Secretary's Report - No report.
- Treasurer's Report
 - Gwendolyn Newton presented the December 2024 financial statements and bills. Gwendolyn Newton made a motion to accept the bills for payment as presented; seconded by Eric Shotwell. The motion carried. (5 yes votes)

Library Director's Report - The report was presented by April Stevenson and placed on file.

Committee Reports

- Finance Committee - The report was presented by Becky Knapp and placed on file.
 - Gwendolyn Newton made a motion to open one 4-week CDAR at Flagstar for \$200,000, with the full balance deposited into the Flagstar checking upon maturity; Becky Knapp seconded the motion. The motion carried (5 yes votes)
 - Gwendolyn Newton made a motion to open two 13-week CDARs at Flagstar for \$200,000 each, with the full balance deposited into the Flagstar checking upon maturity; Carie Francis seconded the motion. The motion carried (5 yes votes)
- Strategic Planning Committee - the report was presented by Jennifer Schultz and placed on file. (Next meeting in April).
- Policy Committee - The report was presented by Eric Shotwell and placed on file (next meeting February 17).
- Building Committee - The report was presented by William Lonsberry and placed on file (next meeting February 17).

New Business

- Library Marketing - Presentation was made by Director April Stevenson; discussion ensued.
- Annual Report Draft - A presentation was made by Director April Stevenson; discussion ensued.
- Budget Amendments
 - Director April Stevenson presented the proposed budget amendments; discussion ensued. Gwendolyn Newton made a motion to accept the budget amendments as presented; Becky Knapp seconded the motion. Motion carried (5 yes votes)
- Sick Time ESTA Policy Draft - Director April Stevenson presented the proposed Sick Time ESTA Policy Draft; discussion ensued. Eric Shotwell made a motion to accept the sick time ESTA Policy Draft as presented; Gwendolyn Newton seconded the motion. Motion carried (5 yes votes).
- Update 2G Idea Lab Policy - Eric Shotwell made a motion to accept the 2G Idea Lab Policy as presented; William Lonsberry seconded the motion. Motion carried (5 yes votes).

Old Business

- NA

Adjournment - A motion to adjourn the meeting was made by Carie Francis and seconded by Eric Shotwell. Motion carried (5 yes votes). Meeting adjourned at 8:12 pm.

The next Regular Meeting of the White Lake Library Board of Trustees is scheduled for Wednesday, February 26, 2025, at 6:45 pm at the White Lake Township Library Gathering Place.

Minutes prepared by Carie Francis.

Carie Francis