White Lake Township Library

November Meeting of the White Lake Library Board of Trustees

Held at White Lake Township Library, Wednesday, November 19, 2025

Call to Order - The November 2025 meeting of the White Lake Township Library Board of Trustees was called to order by President Jennifer Schultz at 6:47 pm.

Pledge of Allegiance

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

Approval of the Agenda
William Lonsberry made a motion to approve the agenda, moving the presentations to time of arrival; Eric Shotwell seconded the motion. The motion carried (5 yes votes).

Public Comments - NA

Presentations
- Polling Location Request - Township Clerk Anthony Noble. Anthony Noble provided additional information regarding the possibility of the White Lake Township Library serving as a polling location.
- Millage Strategist - Dave Forsmark. Dave Forsmark provided information about his consulting services for the upcoming millage for the library.

Approval of the Minutes (2 Sets)
Eric Shotwell made a motion to approve the October minutes as presented; seconded by William Lonsberry. The motion carried (5 yes votes).

Officer Reports
● President's Report - None
● Vice President's Report - None
● Secretary's Report - None
● Treasurer's Report - Gwendolyn Newton made a motion to accept the October bills as presented for payment; Becky Knapp seconded. The motion carried (5 yes votes). Gwendolyn Newton also provided an overview of the library's finances. Gwendolyn Newton made a motion to roll over the entire amount of the Lake Michigan Credit Union CD maturing on 1/18/26 (approx. $207,000.00) up to 11 months, depending on interest rates at that time. William Lonsberry seconded the motion. The motion carried (5 yes votes).

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

Committee Reports
● Building Committee - The Building Committee did not meet, so no report is available this month. The next meeting will be December 8.
● Finance Committee - The report was presented by Becky Knapp and placed on file. The next meeting will be December 10.
● Policy Committee - The report was presented by Eric Shotwell and placed on file. The next meeting will be December 2. Eric Shotwell made a motion to accept the 5E. Unattended Children policy as revised. Carie Francis seconded the motion. The motion carried (5 yes votes).
● Strategic Planning Committee - The committee did not meet this month.

Old Business
● Millage Discussion - The board discussed the possibility of hiring consultant Dave Forsmark. Gwendolyn Newton made a motion that the library millage for the 2026 primary states that we are asking the citizens of White Lake to renew the current .3603 mill and restore .0258 mills (2018 level). Eric Shotwell seconded the motion. The motion carried (5 yes votes).
● Polling Location Request Discussion - April Stevenson will compile a list of questions and send it to Anthony for a response. The board is requesting additional information in writing.
● Updated 5A. Patron Behavior Policy - pending attorney review.

New Business
   ● Updated 5E. Unattended Children Policy - See Policy Committee report above for motion.
   ● Annual Friends Memorandum of Understanding Review - Eric Shotwell made a motion to accept the Memorandum of Understanding as written for the current year. Becky Knapp seconded the motion. The motion carried (5 yes votes).

Adjournment
Gwendolyn Newton made a motion to adjourn the meeting at 8:51 pm; Eric Shotwell seconded. The motion carried (5 yes votes).

**The next Regular Meeting of the White Lake Township Library Board of Trustees
Wednesday, December 17, 2025, White Lake Township Library Gathering Place**

Minutes prepared by Secretary Carie Francis.

Carie Francis