



### **December Meeting of the White Lake Library Board of Trustees**

Held at White Lake Township Library, Wednesday, December 17, 2025

Call to Order - The December 2025 meeting of the White Lake Township Library Board of Trustees was called to order by President Jennifer Schultz at 6:46 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**

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

#### **Public Comments - NA**

#### **Presentations - NA**

#### **Approval of the Minutes**

Gwendolyn Newton made a motion to amend the November minutes to indicate that the approval of the agenda carried with 5 yes votes, rather than 4, and the approval of the 2 sets of minutes carried with 5 yes votes rather than 4 and approved as amended; William Lonsberry seconded. 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 November bills as presented for payment; Carie Francis seconded. 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 report was presented by William Lonsberry and placed on file. The next meeting will be January 12, 2026.
- Finance Committee - The report was presented by Becky Knapp and placed on file. The next meeting will be January 14, 2026.
- Policy Committee - The report was presented by Eric Shotwell and placed on file. The next meeting will be January 6, 2026.
- Strategic Planning Committee - The report was presented by Jennifer Schultz and placed on file. The next meeting will be March 16, 2026.

### Old Business

- Millage Discussion - The board agreed to have the previous library director review version three of our millage, followed by elections consultant Dave Forsmark, and finally the attorney. Gwendolyn Newton made a motion to engage elections consultant Dave Forsmark to review our library millage verbiage; Eric Shotwell seconded. The motion carried (5 yes votes).
- Polling Location Request Discussion - The board agreed with the language provided by Clerk Anthony Noble. Eric Shotwell made a motion to formally request a signable Memorandum of Understanding from Clerk Anthony Noble, and once that has been completed, to agree to the library serving as a polling location; William Lonsberry seconded. The motion carried (5 yes votes).
- Updated 5A. Patron Behavior Policy - William Lonsberry made a motion to place 5A. Patron Behavior Policy on the January agenda; Eric Shotwell seconded. The motion carried (5 yes votes).

### New Business

- Addendum 2 - Idea Lab Library of Things Lending Program - Gwendolyn Newton made a motion to accept the new waiver and release of liability form for the Idea Lab/Library of Things; William Lonsberry seconded. The motion carried (5 yes votes).
- 2025 Budget Amendments - April Stevenson provided an overview of the 2025 budget amendments. Becky Knapp made a motion to approve the budget amendments from Fund 980 into the appropriate accounts, Eric Shotwell seconded. The motion carried (5 yes votes). Becky Knapp made a motion to move \$19,500 from Fund 804 to Fund 988 for website development; Gwendolyn Newton seconded. The motion carried (5 yes votes).
- Library Board Officers Vote - William Lonsberry made a motion to accept the slate of officers as presented for 2026; Eric Shotwell seconded the motion. The motion carried (5 yes votes).
- Eric Shotwell made a motion to amend the current agenda to add designated financial signers under new business; Gwendolyn Newton seconded. The motion carried (5 yes votes). Gwendolyn Newton made a motion to add Rebecca Knapp as an authorized signer to all financial institution accounts and remove President Jennifer Schultz from all financial institution accounts; Eric Shotwell seconded. The motion carried (5 yes votes).
- Library Board Committee Assignments - Eric Shotwell made a motion to maintain committee assignments as they are in 2025 for 2026; William Lonsberry seconded the motion. The motion carried (5 yes votes).

Adjournment

William Lonsberry made a motion to adjourn the meeting at 7:59 pm; Eric Shotwell seconded. The motion carried (5 yes votes).

**The next Regular Meeting of the White Lake Township Library Board of Trustees  
Wednesday, January 28, 2025, White Lake Township Library Gathering Place**

Minutes prepared by Secretary Carie Francis.

*Carie Francis*

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