



January Meeting of the White Lake Library Board of Trustees

Held at White Lake Township Library, Wednesday, January 28, 2026

Call to Order - The January 2026 meeting of the White Lake Township Library Board of Trustees was called to order by Vice President Eric Shotwell at 6:49 pm.

Pledge of Allegiance

Roll Call - President Jennifer Schultz, absent excused; Vice President Eric Shotwell, present; Treasurer Gwendolyn Newton, present; Secretary Carie Francis, present; Trustee Becky Knapp, present; and Trustee 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; William Lonsberry seconded the motion. The motion carried (4 yes votes).

Public Comments - NA

Presentations - NA

Approval of the Minutes

Gwendolyn Newton made a motion to approve the December meeting minutes as presented; William Lonsberry seconded. The motion carried (4 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 December bills as presented for payment; Becky Knapp seconded. The motion carried (4 yes votes).
 - Gwendolyn Newton made a motion to open one 28-day CDAR at Flagstar for \$250,000, with the full balance deposited into the Flagstar checking upon maturity; William Lonsberry seconded the motion; the motion carried (4 yes votes).
 - Gwendolyn Newton made a motion to open one 59-day CD at Flagstar for \$250,000, with the full balance deposited into the Flagstar checking upon maturity; William Lonsberry seconded the motion; the motion carried (4 yes votes).
 - Gwendolyn Newton made a motion to open two 91-day CDARs at Flagstar for \$250,000 each, with the full balances deposited into the Flagstar checking upon maturity; William Lonsberry seconded the motion; the motion carried (4 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 February 16, 2026.
- Finance Committee - The report was presented by Becky Knapp and placed on file. The next meeting will be February 17, 2026.
- Policy Committee - The report was presented by Eric Shotwell and placed on file. The next meeting will be February 12, 2026.
- Strategic Planning Committee - The report was presented by April Stevenson and placed on file. The next meeting will be March 16, 2026.

Old Business

- Millage Discussion - April reported that she is waiting to hear back from the attorney regarding the millage verbiage from the political consultant.
- Updated 5A. Patron Behavior Policy - Gwendolyn Newton made a motion to approve the Patron Behavior Policy as presented; William Lonsberry seconded the motion. The motion carried (4 yes votes).
- Updated Budget Amendments Part 2 - Gwendolyn Newton made a motion to approve the 2025 updated budget amendments part 2 to move remaining amounts in Hoopla, adult AV, adult books, young adult books, and children's books totaling \$15,998 to Libby in entirety; Becky Knapp seconded the motion. The motion carried (4 yes votes).

New Business

- Capitalization Policy - William Lonsberry made a motion to accept the capitalization policy as presented; Becky Knapp seconded the motion. The motion carried (4 yes votes).
- Finance Policy ACH Addendum Update - April Stevenson provided an overview of the need for increases to the ACH Addendum. Gwendolyn Newton made a motion to approve the Addendum to the financial policy EFT/ACH vendor list as presented; Carie Francis seconded the motion. The motion carried (4 yes votes).

Announcements - NA

Adjournment

Becky Knapp made a motion to adjourn the meeting at 7:45 pm; Gwendolyn Newton seconded. The motion carried (4 yes votes).

**The next Regular Meeting of the White Lake Township Library Board of Trustees
Wednesday, February 25, 2026 White Lake Township Library Gathering Place**

Minutes prepared by Secretary Carie Francis.

Carie Francis