October Meeting of the White Lake Library Board of Trustees
Held at White Lake Township Library, Wednesday, October 28, 2026

Call to Order - The October 2026 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; 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
Eric Shotwell made a motion to approve the agenda as presented; William Lonsberry seconded the motion. The motion carried (5 yes votes).

Public Comments - NA

Presentations - NA

Approval of the Minutes
William Lonsberry made a motion to approve the September regular meeting minutes as presented; Eric Shotwell seconded the motion. The motion carried (5 yes votes).
Gwendolyn Newton made a motion to approve the October budget meeting minutes as presented; Becky Knapp seconded the motion. The motion carried (5 yes votes).

Officer Reports
- President's Report – The president reported that she attended the MLA meeting and found it a very worthwhile opportunity. She encouraged other board members to attend.
- Vice President's Report - None
- Secretary's Report - None
- Treasurer's Report - Gwendolyn Newton made a motion to approve the October bills as presented for payment; 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 report was presented by William Lonsberry and placed on file. The next meeting will be November 9.

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● Finance Committee - The report was presented by Becky Knapp and placed on file. The next meeting will be November 11.
● Policy Committee - The report was presented by Eric Shotwell and placed on file. The next meeting will be November 5.
● Strategic Planning Committee - The report was presented by April Stevenson and placed on file. The next meeting will be TBD, 2026.

Old Business
● Review of Quotes for Youth Wall Project - Eric Shotwell made a motion to accept the Kosorski & Co quote for the youth wall project in the amount of 16,721.00, not to exceed 5% additional cost; Gwendolyn Newton seconded the motion. The motion carried (5 yes votes).

New Business
- 1K Meeting Room Policy Update - Eric Shotwell made a motion to accept the updated 1K Meeting Room Policy as presented; Becky Knapp seconded the motion. The motion carried (5 yes votes).
- 1U Fund Balance Policy Update - Becky Knapp made a motion to accept the updated 1U Fund Balance Policy as presented; Eric Shotwell seconded the motion. The motion carried (5 yes votes).
- HVAC Annual Preventative Maintenance Quotes - Gwendolyn Newton made a motion to accept the Goyette Mechanical maintenance plan quote for the period of 2027 - 2029 as presented; Carie Francis seconded the motion. The motion carried (5 yes votes).
- Review First Draft of Capital Improvement Plan - Gwendolyn Newton suggested the creation of a 1-page summary sheet for the Capital Improvement Plan. The meeting was paused at 7:36 pm. The meeting resumed at 7:40 pm The board felt the first draft was a job well done but requested to see the report on a regular basis and a one-page summary sheet for review. The Finance Committee will review the documents quarterly.
- Review of Generator Proposal for Study Quotes - William Lonsberry made a motion to accept the Peter Basso and Associates quote for the Generator Study; Eric Shotwell seconded the motion. The motion carried (4 yes votes - Gwendolyn Newton recused herself from the vote).

Announcements – NA

Adjournment
Eric Shotwell made a motion to adjourn the meeting of the White Lake Township Library Board of Trustees at 7:54 pm; Gwendolyn Newton seconded the motion. The motion carried (5 yes votes).

The next Regular Meeting of the White Lake Township Library Board of Trustees Wednesday, November 18, 2026, White Lake Township Library Gathering Place

Minutes prepared by Secretary Carie Francis.
Carie Francis

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