

Waterford Township Public Library  
Board of Trustees Meeting  
Minutes  
February 14, 2022

The February 14, 2022 Waterford Township Library Board of Trustees meeting was called to order by President K Banes at 7:03 pm in the library.

Statement of Compliance:

*In accordance with the Open Public Meeting Act, Pursuant to Public Law 1975, Chapter 231, adequate notice of this meeting setting forth the time, place, and specific purpose/business in the call. A notice has been posted on the library's website and in the library, filing the notice with the Township Clerk, municipal building bulletin board and sending notice to the official newspaper(s) and circulating electronically.*

Salute to the Flag

Roll Call: The following members answered to the roll call:

Kathleen Banes  
Carl Lange  
Joseph Palladino  
Dana Paul  
Dorene Szeker  
Rita T Wood  
Dr. Rita Hanna, Representative for Township Mayor  
Julies Lyons, Representative for Superintendent of Schools  
Absent: Joel Thompson

Staff in Attendance: Dana Nicklas, Director

Adoption of the Agenda

Motion by J Palladino, seconded by R Wood to modify the meeting agenda to include items for discussion under Comments from the Board members that were not on the agenda.

Motion carried.

Recognition of the Public – No public present.

Minutes

Motion by R Hanna, seconded J Palladino to approve the minutes of the January 10, 2022- reorganization meeting. Motion carried

Motion by C Lange seconded J Lyons to approve the minutes of regular meeting January 10, 2022. Discussion: There was a question regarding the placement of the Executive Session action and having separate minutes for the Executive Session. The January regular minutes will remain the same and minutes from the Executive Session will be added to January minutes and presented at the March meeting. Motion carried.

#### Action on Bills Report

Cash disbursements on the bill list in the amount of \$ \$15,468.45 for the payment of bills for the month of January 2022.

Motion by R Wood, seconded C Lang to approve the payment of bills for the month of January 2022. Payment is dependent upon availability of funds. Motion carried. Report attached.

#### Financial Report:

Profit & Loss Budget vs Actual  
Statement for the period January 1 to 31, 2022  
Total income is \$ \$11,913.49  
Total expenses are \$ \$27,433.70

Total Ordinary Negative Income \$-15,520.21  
Motion by D Paul, seconded J Lyons to approve the financial report Profit and Loss Budget vs Actual as presented. Motion carried. Report attached.

#### Payroll Account Journal Report Attached

All financial reports are attached to the minutes and are to be filed for audit.

#### Director's Report

Motion by C Lange, seconded D Szeker to accept the Director's Report.  
Discussion about the cost of the panic button to be installed.  
Motion carried.  
Director's report is attached to the minutes.

#### Committee Reports

Arts and Exhibitions, Chair, R. Wood  
Report was made on the Walker Display system and list of residents and community groups will be featured.  
Distributed Walker Display quote of \$612.10 and list of resident's artists  
Both are attached to the minutes.  
Chair with the Director and C Lange will investigate the wall structure to make sure the system can be attached to the walls.

Budget and Finance, Chair, Treasurer NO treasurer at this time

Building and Grounds, Chair, C. Lange

Reported that the lights on the outside of the building are now functioning.

Communications, Chair, K. Banes

No report

Personnel, Chair, J Thompson

In his absence the Director reported that Tieda Sabree was hired and started on February 9 (position approved at the regular meeting in January)

Policy, Chair Vice President J Palladino

Distributed a list of all the policies approved and, in the Handbook, as of Feb 14, 2022.

Attached to the minutes.

Reported the chair met with the new board member D Paul to review the bylaws,

All committee reports

Motion by C Lange, seconded by D Szeker to accept all the committee reports.

Motion carried.

Unfinished Business

Refer to Report by the Committee on Arts – Walker Display – wall hanging system. No action taken this month

New Business

Board Committee Appointments by President according to the Bylaws

Arts and Exhibitions: R Wood

Budget and Finance: - vacant

Buildings and grounds: C Lange

Communications: K Banes

Personnel: J Thomson

Policy: J Palladino

Ad Hoc Committee: Capital Improvements: R Hanna, R Wood, J Palladino

Conflict of Interest and Ethics

Director distributed the Conflict of Interest and Ethics to each member to read, sign and return to the Director or at the next Board meeting.

Vacation for Part time Employees

Motion by R Wood, seconded by R Hanna to remove the current policy and replace it with new policy regarding no vacation for part time employees.

Motion carried

Fines, Fees, Senior /Disabled and Circulation Policy and Guidelines

Motion by J Palladino, seconded R Hanna to adopt new policies for fines & fees schedule and remove paragraph regarding the senior citizens and disabled from the handbook.

Vote 6 yes and 2 no. Motion carried.

Petty Cash Resolution – Attached Resolution 2022 -10

Motion by R Hanna, seconded by C Lange to adopt resolution for \$75 petty cash. Vote 8 yes Motion carried.

Board Continuing Education Units for 2022

January Check In, R. Hanna, C. Lange, J Palladino, R. Wood	4 CEU
February Check In, State Aid, R Wood, R Hanna	2 CEU
Reading of the Library Boards and Open Public Meetings Act J Palladino, C Lange, D Paul, D Szeker	4 CEU

Announcements and Comments:

Motion by K Banes, seconded J Lyons for signers of the checks C Lange, K Banes, D Szeker. Motion carried

Discussion:

1. Eating and drinking in the library
  2. Hours posted on phone voice message and window/door
  3. Coat rack
- C Lange and the Director will meet to find a solution to these concerns.

Adjournment

Motion by C. Lange, seconded by D Szeker to adjourn the meeting. Motion carried. President adjourned the meeting at 8:48 pm

Rita T Wood, Secretary