

Waterford Township Public Library
Board of Trustees Meeting
Minutes

April 11, 2022

The April 11, 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 - arrived 7:10 pm
Rita T Wood
Dr. Rita Hanna, Representative for Township Mayor

Absent: Julies Lyons, Representative for Superintendent of Schools
Joel Thompson

Staff in Attendance: No staff present

Adoption of the Agenda

Motion by R. Wood, seconded by R. Hanna to accept the meeting agenda.
Motion carried.

Recognition of the Public – No public present.

Minutes

Motion by C. Lange, seconded J. Palladino to approve the minutes of the March 14. Motion carried Minutes attached.

Action on Bills Report

Cash disbursements on the bill list in the amount of \$ 11,827.03 for the payment of bills for the month of March 2022.

Motion by K. Banes, seconded R .Hanna to approve the payment of bills for the month of March 2022. Payment is dependent upon availability of funds. Motion carried. Report attached.

Financial Report:

Profit & Loss Budget vs Actual

Statement for the period March 1 to March 31, 2022

Income is \$ 55,097.16

Total expenses are \$69,332.28

Total Ordinary Negative Income \$ 14,235.12

Motion by R. Wood, seconded C. Lange to approve the financial report Profit and Loss Budget vs Actual as presented. Motion carried.

Report attached.

Board member Dorene Szeker joined the meeting

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 R. Wood to accept the Director's Report.

Motion carried. Director's report is attached.

Committee Reports

Arts and Exhibitions, Chair, R. Wood

Walker Display system was ordered by the Director.

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

Building and Grounds, Chair, C. Lange, No report

Personnel, – Chair, J. Thompson -

Policy, Chair Vice President J. Palladino- No report

Communications, Chair, K. Banes

1. Township Welcome Packet- The library will include a tri fold pamphlet designed by the Director to include in the packet.
2. Proclamations will be written in honoring Board member and staff.
3. Ethics Policy: President reminded Board members that the library is dependent on the trust of its community to successfully achieve its mission. It is crucial that all Board members conduct business with the highest level of integrity avoiding any impropriety or the appearance of impropriety. Note Board of Trustees and Library Employee Ethics Policy adopted 2/22/2017
4. Appointment: President Banes read an email to her from Councilmen Wilson regarding the appointment time for board members and her response.

Per Mr. Wilson request, President Banes polled the committee regarding the appointment time.

All Board members voted for appointment s to commence on January 1 and conclude on December 31 for their term of service on the Board. All Board members' appointments are made by the mayor and approved by the Township Council for staggered terms of five years.

All committee reports –

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

Unfinished Business

Resolution 2022-11 Establishing Capital Expense Plan and Reserving Funds

Motion by R. Hanna, seconded by J. Palladino, to approve the Resolution.

Roll call vote – all voted yes. Motion carried.

New Business

No new business.

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

April Check In, Intellectual Freedom and Materials

Challenges for Directors and Boards, Director Nicklas 1 CEU

Announcements and Comments:

J. Palladino announced the Waterford Twp Historical Society will be holding the next three-monthly meeting in the library meeting room on the third Tuesday of each month.

R. Wood announced the Friends of the Library Book and bake Sale on April 30

The library will staff a table at the Townships' Earth Day on April 23.

D. Paul inquired about the library holiday closings.

. Adjournment:

Motion by C Lange, seconded by J Palladino to adjourn the meeting.

Motion carried. President adjourned the meeting at 7:55 pm.

Next Board Meeting May 9, 2022.

Rita T Wood, Secretary