

Waterford Township Public Library
Board of Trustees Meeting
Minutes

July 11, 2022

The July 11, 2022 Waterford Township Library Board of Trustees meeting was called to order by President K. Banes at 7:00 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

Rita T Wood

Dr. Rita Hanna, Representative for Township Mayor

Absent: Julies Lyons, Representative for Superintendent of Schools

Staff in Attendance, Director of the Library, D. Nicklas

Adoption of the Agenda

Motion by R. Wood, seconded by R. Hanna to accept the meeting agenda with the additions of nomination/election for treasurer and appointment of chair of the Personnel committee. Motion carried.

Recognition of the Public

Dorene Szeker

Minutes

Motion by C. Lange, seconded R. Hanna to approve the minutes of the June 13 meeting. Motion carried. Minutes attached.

Action on Bills Report

Cash disbursements on the bill list in the amount of \$ 7,786.17 for the payment of bills for the month of June 2022.

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

Financial Report:

Profit & Loss Budget vs Actual

Statement for the period June 1 to June 30, 2022

Income is \$ 127,460.03

Total expenses are \$129,443.81

Total Ordinary Negative Income \$ 1, 983.78

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

Discussion: Director will contact with the township regarding the township funds.

Motion carried. Report attached.

Payroll Account Journal Report Attached

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

Library Director's Report

Motion by C. Lange, seconded J. Palladino to accept the Director's Report.

Motion carried. Report attached.

Committee Reports

Arts and Exhibitions, Chair, R. Wood

First art show/exhibition, "Meet the Artists" reception scheduled for Wednesday July 13, between 6 pm and 8 pm

11 resident artists exhibit and 25 art pieces. (17 artists on the list)

Amanda Ferrnate is the staff person who will work with the individuals /artists for the monthly exhibits.

Thank you, Amanda and Dana, for supporting and working with artists for hanging of this first show. We received many positive comments from patrons.

Budget and Finance, Position vacant
No report

Building and Grounds, Chair, C. Lange
Discussion about the unit air conditioner for the meeting room;
Cleaning of the gutters and removal of the leaves around the back of the building; awnings over the back doors.

Personnel, Position vacant
Director reported Jennifer Lo will start on July 18 filling the position as Library assistant at 20 hours per week.

Policy, Chair Vice President J. Palladino -
Reviewed the two policies with modifications to the previous policies.
Animal Policy and Novel Coronavirus (Covid 19) Policy

Communications, Chair, K. Banes
No report.

All committee reports

Motion by C. Lange, seconded by J. Palladino to accept all the committee reports. Motion carried.

Unfinished Business

No unfinished business

New Business

Nomination for vacant position of treasurer,
C. Lange was nominated. Motion made by J. Palladino and seconded by R. Hanna to serve in this position until the reorganization meeting in January 2023. Motion carried.

President K Banes appointed J Palladino to serve as chair of the personnel Committee.

Executive Session

Motion by R. Hanna and seconded by J. Palladino to go into executive session at 7:45 pm to discuss personnel matters.

Motion carried.

Motion by J Palladino and seconded by R Hanna to exit the closed session at 8:14 pm. Motion carried.

Action of the board: J Thompson and R Hanna met with the Director and R Hanna reported on the meeting with her for the 2021-2022 evaluation by the board.

Goals of the Waterford Twp Library for 2022-2023

President Banes asked the Board members for suggestions.

1. Offer more adult classes/events
2. Computer classes
3. Literary /book discussion with local authors

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, Kathy Banes J Thompson	6 CEU
April Check In, Intellectual Freedom and Materials Challenges for Directors and Boards, Director Nicklas	1 CEU

Announcements and Comments:

No announcements

Adjournment:

Motion by C. Lange, seconded by D. Paul to adjourn the meeting.

Motion carried. President adjourned the meeting at 8:35 pm.

Next Board Meeting: August 8, 2022, 7:00 pm

Rita T Wood, Secretary

Executive Session – July 11, 2022, Board of Trustees Meeting

Motion by R. Hanna and seconded by J Palladino to go into executive session at 7:45 pm to discuss the outcome of the Director's 21-22 evaluation by the Library Board. Motion carried.

Joel and Rita met with Dana to review and discuss the outcome of the Director's 2021-2022 evaluation by the Library Board.

The evaluation indicated the Board is pleased with Dana's performance. Her overall evaluation score was close to a perfect five.

Following the results of this year's evaluation, and based on the Board's comments relating to Dana's performance in this year's review, the following suggestions were made to Dana for the 2022-2023 year:

1. Dana will develop, and propose a solution, for a two-year long-term goal that will address a major need of the library.
2. Dana will develop a goal that will improve her performance, re: communicating with the Board.
3. Dana will develop a document entitled, "Weekly Notes from the Library" that will be forwarded to the Board on Fridays. This weekly update will keep the Board informed of the library's weekly activity and operation.
4. Dana accepted the suggestions but stated she may also have other goals she wants to include for next year.

Motion by J Palladino and seconded by R Hanna to exit the closed session at 8:14 pm. Motion carried.