

Waterford Township Public Library  
Board of Trustees Meeting  
Minutes

June 13, 2022

The June 13, 2022 Waterford Township Library Board of Trustees meeting was called to order by President K. Banes at 7:00pm 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  
Dorene Szeker  
Joel Thompson  
Rita T Wood

Dr. Rita Hanna, Representative for Township Mayor

Absent

Dana Paul

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. Motion carried.

Recognition of the Public – No public present.

### Minutes

Motion by C Lange, seconded J Palladino to approve the minutes of the May 9 meeting. Motion carried. Minutes attached.

### Action on Bills Report

Cash disbursements on the bill list in the amount of \$ 5,434.79 for the payment of bills for the month of May 2022.

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

### Financial Report:

Profit & Loss Budget vs Actual  
Statement for the period May 1 to May 31, 2022  
Income is \$ 103,159.36  
Total expenses are \$ 103,796.65  
Total Ordinary Negative Income \$ 637.29

Motion by J Palladino, seconded R Hanna 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.

### 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  
Walker Display system was installed by the Public Work Dept.

Change in the role of the Arts and Exhibitions Board member. –

Working with the library staff, in arranging the first exhibit in July with Meet the Artist reception Wednesday July 13.

Budget and Finance, Chair, Treasurer, D. Szeker - No report

Building and Grounds, Chair, C. Lange

Discussion on who is responsible for the AC unit?

Personnel, Chair, J. Thompson

President Banes appointed Rita Hanna to serve with J Thompson on the annual performance evaluation committee of the director of library.

Policy, Chair Vice President J. Palladino -

Two policies being presented to the Board for their approval at this board meeting under New Business.

Communications, Chair, K. Banes - No report.

All committee reports –

Motion by R Wood, seconded by J Palladino to accept all the committee reports. Motion carried.

Unfinished Business

No unfinished business

New Business

Covid Policy

Motion by C Lange, seconded by D Szeker to accept as presented and approve the Covid Policy as amended to read “medical professional”. Motion carried.

Animal in Library Policy

Motion by J Thompson, seconded by J Palladino to accept as presented and approve the Animal in Library Policy as modified. Motion carried.

Executive Session Annual Performance Evaluation of the Library Director

Motion by J Thompson, seconded by R Hanna to go into executive session at 8 pm. Motion carried.

Motion by C Lange, seconded by J Thompson to exit the Executive session at 8:45 pm

Action of the Board.

J Thompson and R Hanna will meet with the Library Director to review her performance evaluation followed by goal setting for 2022/2023.

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<br>J Palladino, C Lange, D Paul, D Szeker, Kathy Banes<br>J Thompson | 6 CEU |
| April Check In, Intellectual Freedom and Materials<br>Challenges for Directors and Boards, Director Nicklas                     | 1 CEU |

Announcements and Comments:

No announcements

. Adjournment:

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

Motion carried. President adjourned the meeting at 8:50 pm.

Next Board Meeting July 11, 2022.

Rita T Wood, Secretary

## Executive Session

### Annual Performance Evaluation Review of the Library Director

Motion by J Thompson, seconded by R Hanna to go into executive session at 8 pm. Motion carried.

Discussion of Director performance from July 2021 to June 2022.

Motion by C Lange, seconded by J Thompson to exit the Executive session at 8:45 pm Motion carried.

### Action of the Board.

J Thompson and R Hanna will meet with the Library Director to review her performance evaluation followed by goal setting for 2022/2023.