

- Waterford Township Public Library
Board of Trustees Meeting
Minutes

August 8, 2022

The August 8, 2022 Waterford Township Library Board of Trustees meeting was called to order by President K. Banes at 7:05 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

Dana Paul

Rita T Wood

Dr. Rita Hanna, Representative for Township Mayor

Absent

Joseph Palladino

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 D. Paul to accept the meeting agenda Motion carried.

Recognition of the Public

No public present.

Minutes

Motion by C. Lange, seconded R. Hanna to approve the minutes of the July 11, 2022 meeting. Discussion: R. Hanna reviewed the Executive Session minutes and made changes in the grammar. Changes will be made to the minutes since they are grammatical. The Director and Personnel Committee signed performance evaluation is attached to the July 2022 minutes.

Motion carried. Minutes attached.

Action on Bills Report

Cash disbursements on the bill list in the amount of \$ 6,000.46 for the payment of bills for the month of July, 2022.

Motion by R. Hanna, seconded D. Paul to approve the payment of bills for the month of July 2022. Payment is dependent upon availability of funds.

Motion carried. Report attached.

Financial Report:

Profit & Loss Budget vs Actual

Statement for the period July 1 to July 31, 2022

Income is \$ 174,7070.45

Total expenses are \$ 174,314.85

Total Ordinary Income \$ 27,392.60

Motion by R. Wood, seconded D. Paul 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

Reports for weeks: July 11-15; 18-22; 25-31

Motion by D. Paul, seconded C. Lange to accept the Director's Report.

Motion carried. Report attached.

Committee Reports

Arts and Exhibitions, Chair, R. Wood

Staff is working with the artists for the monthly shows.

Budget and Finance, Chair, C Lange
No report

Building and Grounds, Chair, C. Lange
C. Lange informed the board about the doors in the back of the building leaking and the air conditioning in the meeting room. Both situations have been reported by the Director. C Lange informed Committeeman Wilson. The responsibility for correcting these two situations is that of the township.

Personnel,
Susan R was offered and accepted position as library assistant and will begin working at the library on August 29

Policy, Chair, Vice President J. Palladino -
No report

Communications, Chair, K. Banes
Director reported the Library and the Friends shared a table at the Waterford Twp National Night out on August 5.

All committee reports
Motion by R. Wood, seconded by D. Paul to accept all the committee reports.
Motion carried.

Unfinished Business
No unfinished business

New Business

Goals of the Director for Waterford Twp Library
Director reviewed the goals she set for the library – Attached to the minutes.
Motion by C. Lange, seconded by D. Paul to accept the Goals of the Director for Waterford Twp Library. 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, 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:

R Wood will not be attending the September meeting.

. Adjournment:

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

Motion carried. President adjourned the meeting at 8:05 pm.

Next Board Meeting: September 12, 2022, 7:00 pm

Rita T Wood, Secretary

-