

Three Oaks Township Public Library  
December 10, 2019 Regular Board Meeting Minutes

Meeting called to order at 6:34 p.m. by President David Pollack. Present: Joan Brown, Julie Sittig, Dustin Blaszczyk, Debi Kearney and Cheryl Kersey. Brandi Cardwell absent.

Motion by Dustin to approve the Consent Agenda as presented, seconded by Debi, all ayes, none opposed, motion carried.

Public Comment: none.

Unfinished Business:

Grants – nothing to report.

Budget – Cheryl reported that after 71% of the fiscal year, payroll is at 61%. Current budget was in board folders. Current copy of Penal Fines report is also in board folders. As of November 30, 2019, the library fund was \$359,766.49. No discussion. (*Brandi Cardwell arrived.*) Cheryl reported that in the board folders was a running total of payroll hours for December 2018 to November 2019 that she did with only librarian circulation staff, no custodian hours. Cheryl reported that she completed staff evaluations and raises. Discussion followed.

Building Maintenance –

Cheryl noted the new doors are currently being installed.

Community Room Table – Cheryl reported she asked a couple places about applying wood-looking laminate to the table and was laughed at and it was suggested to me that if that's what we wanted to do, we should do it ourselves. Terry from Center of the World will look at the table when the doors are done. Discussion followed. Cheryl was directed to get proposals for a new table of the same size that matches the character of the room, either in two pieces or one large piece.

Patio/Pergola/Parking Lot – Much discussion about the proposal from Wightman. Cheryl was directed to invite Chris from Wightman to be at the January board meeting. David said board members should be thoughtful and prepared to act on the documents at that time. David said that if the board's concerns are clarified and addressed the board should be ready to approve the contract at the January meeting.

Friends of the Library – nothing to report

Library/Museum Relations – nothing to report.

School of American Music – Much discussion about SAM's objection to signing the lease as it is without any window display space. Motion by Joan to change the lease to include the cling signage to identify the School of American Music as being in the building and allow limited event signage per the discretion of the library director. Seconded by Debi, all ayes, none opposed, motion carried. David said a sign policy needs to be kept on the agenda.

Artist Co-Op – nothing.

Other – Julie said someone from the radio heard about another group possibly using the third floor and asked Julie about their possibly using the space. Discussion followed. Joan said that if anyone is interested in the third floor, and should inquire of the library or any board members, that they should be instructed to submit letter of intent before coming to a meeting, not a formal plan – just an explanation of their intent for the space. Everyone agreed.

Director's Report – report attached. Discussion followed.

Trustee Education – nothing.

Other –

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New Business:

Director Evaluation - Cheryl asked for this to be done in a Closed Session. Roll call vote: Dustin – yes, Joan – yes, Julie – yes, Debi – yes, Brandi – yes, and David – yes.

Closed Session

Return from Closed Session – Dustin said the board will have a completed report for Cheryl at the January board meeting. He said right now Cheryl is doing an above average job, Cheryl's hourly rate will be raised by \$.25, she will receive two weeks of paid vacation to use at her discretion.

Other –

Motion to adjourn by Joan at 8:44 p.m.; seconded by Julie, all ayes, none opposed, motion carried.

Next regular meeting: Tuesday, January 14, 2019, at 6:30 p.m.