

## **Regular Meeting of the White Lake Library Board of Trustees**

Held at White Lake Township Library, April 27, 2022

Call to Order - Meeting called to order by Richard McGlew at 6:47 pm.

Roll Call - President Richard McGlew, Vice President Jake Dudek, Secretary Karen Wynn, Treasurer Gwendolyn Newton and trustees Beth Rubus and Jennifer Schulz present. Director Denise Stefanick, Assistant Director Amy Rosen and Heather Clark in attendance.

Approval of the Agenda - Motion to approve the agenda as presented made by Jennifer Schulz and seconded by Beth Rubus. Motion carried. (5 yes votes)

Public Comments - None.

Approval of the Minutes -

- Motion to approve the March 23, 2022, regular meeting minutes as written, made by Beth Rubus and seconded by Jake Dudek. Motion carried. (4 yes votes, 1 abstention)
- Motion to approve the April 13, 2022, special meeting minutes as written, made by Gwendolyn Newton and seconded by Jennifer Schulz. Motion carried. (4 yes votes, 1 abstention)

Officer Reports

- President's Report - Richard McGlew is pleased to announce that April Stevenson has accepted the offer of Director of the White Lake Township Library and we look forward to working with her.
- Vice President's Report - Jake Dudek welcomed April Stevenson to our meeting.
- Secretary's Report - None
- Treasurer's Report - Gwendolyn Newton presented the April 2022 financial statements and bills. Motion to accept the bills for payment as presented made by Jennifer Schulz and seconded by Beth Rubus. Motion carried. (5 yes votes)

Library Director's Report - Director Stefanick presented her report.

New Business

- Employee Benefits - Motion made by Jennifer Schulz and seconded by Karen Wynn to update the Personnel Policy Resource Manual to include the following:
  - Full time and Part time professional employees will receive two weeks' vacation annually prorated in the first year from the start of employment.
  - Part-time professionals will receive prorated holiday pay beginning May 1, 2020.
  - Part-time clerical staff that are scheduled for 20+ hours per week will receive 20 hours paid time off (PTO) annually beginning July 1, 2022.
  - Editorial changes for the removal of "White Lake Township" in reference to Human Resources.
  - Substitute "Assistant Director" where "Deputy Director" is listed.

- Remove Pandemic Remote Work Policy and replace it with Telework Policy.  
Motion carried. (5 yes votes)

- Public Policy - Motion made by Jennifer Schulz and seconded by Beth Rubus to accept the proposed edited policy as presented. Motion carried. (5 yes votes)

Old Business -

- Personnel Committee Report - Finished candidate search and hired April Stevenson as the new director.
- **Library Millage Renewal** - Information provided to board members. **A special meeting will be held May 3, 2022 at 7:30pm in the Gathering Place to finalize the millage wording.**
- Library Signage - Jennifer Schulz will renew her search for getting library signage on M-59.

Adjournment - Motion to adjourn the meeting made by Gwendolyn Newton and seconded by Beth Rubus. Motion carried. (5 yes votes) Meeting adjourned at 8:36 pm.

**The next Regular Meeting of the White Lake Library Board of Trustees is scheduled for the third Wednesday of the month, May 18, 2022 at 6:45pm at the White Lake Township Library Gathering Place. This is a temporary change from holding the meeting on the fourth Wednesday of the month.**

Minutes prepared by Karen Wyns, Secretary