

VILLAGE *of* LAWTON
VILLAGE COUNCIL MEETING
125 S. MAIN STREET, LAWTON, MI 49065
TUESDAY, December 12, 2023 – 7:00 P.M.
please silence your cell phones

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. CONSENT AGENDA

- A. Approval of the December 12, 2023 Council Agenda
- B. Approval of the November 28, 2023 Council Meeting Minutes
- C. Approval of November 2023 Disbursements in the amount of \$244,473.45

V. COMMUNICATIONS / CORRESPONDENCE / PRESENTATIONS

VI. CITIZENS' COMMENTS – (Please keep comments to 3 minutes)

VII. PUBLIC HEARINGS / APPOINTMENTS / PROCLAMATIONS

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. 2024 Meeting Schedule.....Staff Recommends Approval
- B. Ordinance 5 of 2023: An ordinance to amend section 70.03 “Parking of Vehicles and Trailers” of Chapter 70, “General Provisions,” Title VII, “Traffic Code” to the Lawton Village Code.....Staff Recommends Approval

X. BOARD, COMMITTEE, AND STAFF REPORTS

- A. Village Manager –Todd Hackenberg
- B. Department of Public Works – Todd Hackenberg
- C. Village Clerk—Brittany Rathbun
- D. Police Department
- E. Planning Commission – Judy Peterson
- F. Downtown Development Authority – Gail Dudek
- G. Lawton Fire Board – Eric Dudek
- H. Lawton Library Board – Brittany Rathbun

XI. COUNCIL COMMENTS

XII. ADJOURNMENT - NEXT REGULAR MEETING DATE – *January 9, 2024*

The Village of Lawton follows the Americans w/ Disabilities Act of 1990. Individuals with disabilities planning to attend this meeting and require accommodations, or those who have questions regarding the accessibility of this meeting or the facilities, are requested to contact the Village Clerk, at (269) 624-6407 or brathbun@lawtonmi.org to allow the Village to make reasonable accommodations. If you have questions or comments, and you are unable to make the meeting, forward to the Interim Village Manager at thackenberg@lawtonmi.org.



Village of Lawton
VILLAGE COUNCIL
REGULAR MEETING – COMMITTEE OF THE WHOLE
125 S. MAIN, LAWTON MI 49065 269.624.6407
Tuesday October 24, 2023
MINUTES

- I. **Call to Order:** President Appleby called the November 28 2023, meeting of the Lawton Village Council to order at 7:00 p.m.
- II. **Roll Call:** *Present:* Appleby, E. Dudek, Peterson, Smith, Turner, G. Dudek *Absent:* Tanis. *Others Present:* Village Manager Hackenberg, Clerk Rathbun, and three guests.
- III. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- IV. **Consent Agenda:** The Consent Agenda included the approval of the November 28th Council Agenda, the November 14th, 2023 Council Meeting Minutes, and approval of Village Manager Todd Hackenberg. Peterson made a motion to approve the Consent Agenda, with a grammatical correction to Village Manager Todd Hackenberg's contract, supported by E. Dudek. A unanimous voice vote approved the motion.
- V. **Communications, Correspondence, and Presentations:**
- VI. **Citizen Comments:**
 - A. County Commissioner T. Leary reported that Veronica from court reported on Michigan Legal help coming to local libraries for legal self-help. She stated it is a great service, the court was advised of a grant opportunity for libraries to provide training and computers and Van Buren County Libraries will be the first county to have this fully available. On Dec 12 at ISD conference center from 7:30am-12pm and 3-5pm will be providing a walk-in clinic Bench Warrants who need help to get things resolved.
- VI: **Public Hearings/Appointments/Proclamations:** None.
- VII. **Old Business:**
- VII: **New Business:**
 - A. President Appleby brought Strategic Planning Meeting with a Moderator to the floor for discussion. Council would like to consider a Friday for a 4-hour meeting to discuss goals over the next two years with a moderator.
 - B. President Appleby brought Village office resources to the floor for discussion. Hackenberg stated that he has previous Village Manager Ransler (Imus) coming in to discuss grants and budgets with current staff. There was also discussion of consultants and whether or not staff may feel those necessary for the future.
 - C. Village Manager Hackenberg reported that DPW employee Chuck Donovan retired, and they have hired in Charlie Appleby fulltime. He stated he is still working on the process,

but going forward, rather than hiring another superintendent, he would like to attempt to move to a working foreman. He stated next week he has MRWA in Lansing on Tuesday and Wednesday. There is another village that had their DPW Super hired in as a VM and they are utilizing this structure so he is planning to sit down with this VM and discuss the structure. Trustee Smith discussed the potential of hiring seasonal help to help on the weekends. Discussion ensued, and Village Manager will review this as a possibility.

- D. President Appleby stated he would like to see us post the vacant position for the DPW. Hackenberg stated he has a few people already to contact, but will post the position after, if it is still necessary.
- E. President Appleby stated there has been an offer prepared for the Chief's position. Todd stated he is planning to call the person the chief position is being offered to tomorrow to schedule and appointment to discuss the offer.

VIII. Staff Reports:

- A. Village Manager Hackenberg stated the pickleball court amendment was approved through the DNR, so the next step is bidding. Hackenberg stated the park bathrooms are in the progress of being completed, and electric has started being run for the cameras. The weather has slowed both projects, but the Village hopes to have them completed soon. Hackenberg stated Progressive AE has stated there will be another delay in the zoning ordinance revisions. He stated he is reviewing the contract with them to see what can be done, if anything.

IX. Council Comments:

- A. President Appleby stated Water and Sewer Committee are going to meet with other communities to discuss collaboration possibilities. Council discussed Welch's is in the process of trying to build their own waste water treatment plant, and how that would impact the Village moving forward.
- B. Council discussed some recent property sales in the Village.

- X. **Adjournment:** Turner moved, with support from Smith, to adjourn the Village Council Meeting at 8:00p.m. Next regular council meeting to take place on December 12, 2023 at 7:00pm.

Respectfully Submitted by,

Brittany Rathbun
Village Clerk

12/06/2023

CHECK REGISTER FOR VILLAGE OF LAWTON
CHECK DATE FROM 11/01/2023 - 11/30/2023

Check Date	Bank	Check	App Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
11/06/2023	GEN	6764	AP 030	ADAMS HARDWARE	CONSOLIDATED BILL	1,272.52
11/06/2023	GEN	6765	AP MISC	APWA, MICHIGAN CHAPTERS - MPSI	MPSI FALL SESSION - TODD HACKENBERG	775.00
11/06/2023	GEN	6766	AP 801	ASPHALT RESTORATION, INC.	PARK GRANT* BASKETBALL COURTS AND PARK P	4,777.52
11/06/2023	GEN	6767	AP 893	BEN W. JOHNSON	CLEANING X4 FOR OCT2023	380.00
11/06/2023	GEN	6768	AP 622	BS & A SOFTWARE	CEMETERY MANAGEMENT IMPLEMENTATION & PRO	500.00
11/06/2023	GEN	6769	AP 800	COMCAST	INTERNET - 625 W UNION ST ACCT #8529 11	681.21
11/06/2023	GEN	6770	AP 026	CONSUMERS ENERGY	HEAT FOR ACCT NO 1000 0710 3904 202 JAME	181.71
11/06/2023	GEN	6771	AP 027	FRONTIER	TELEPHONE AND INTERNET FOR DPW AND WWTP	527.84
11/06/2023	GEN	6772	AP MISC	GAIL DUDEK	2023 FALL ESCAPEDE	28.58
11/06/2023	GEN	6773	AP 930	HS FLEET SERVICES LLC	MAINTENANCE ON VEHICLE 2013 FORD	318.63
11/06/2023	GEN	6774	AP 017	INDIANA MICHIGAN POWER CO.	ELECTRIC - STREET LIGHTING	9,015.68
11/06/2023	GEN	6775	AP MISC	JAMES TAYLOR	CDL LICENSE	25.52
11/06/2023	GEN	6776	AP MISC	KALAMAZOO EXCAVATION	VOIDED	0.00
11/06/2023	GEN	6777	AP MISC	KELLY KOZIK	AMAZON FOR FALL ESCAPEDE PARADE	56.12
11/06/2023	GEN	6778	AP 263	MICHIGAN MUNICIPAL LEAGUE	CDL CONSORTIUM DRIVERS FEE - MEMBER X6	360.00
11/06/2023	GEN	6779	AP MISC	MLIVE MEDIA GROUP	PUBLIC HEARING FOR ZONING MAP AMEDEMMENT	87.62
11/06/2023	GEN	6780	AP 111	MUNICIPAL SUPPLY COMPANY	BALL CURB STOP	1,681.80
11/06/2023	GEN	6781	AP 111	MUNICIPAL SUPPLY COMPANY	EXTENDED SOCKET KIT	551.15
11/06/2023	GEN	6782	AP 009	REPUBLIC SERVICES OF	WASTE REMOVAL	648.15
11/06/2023	GEN	6783	AP MISC	RICH'S ROTO-ROOTING	SNAKE SEWER LINE	300.00
11/06/2023	GEN	6784	AP MISC	RIPMASTER LAWN CARE AND LANDSCAPING	WINTERIZATION OF SPLASH PAD	500.00
11/06/2023	GEN	6785	AP MISC	SANDY HOMOLA	VOIDED	0.00
11/06/2023	GEN	6786	AP MISC	STATE OF MICHIGAN	WATER DUES	1,618.08
11/06/2023	GEN	6787	AP 047	WIGHTMAN	PROJECT 214444 CDSMI PROJECT	15,807.50
11/06/2023	GEN	6788	AP MISC	WOLVERINE COACH INC	MAGNUM SERVICE BODY RACK - NEW TRUCK	748.00
11/06/2023	GEN	6789	AP 1101	ZONING SOLUTIONS, LLC	BLIGHT ENFORCEMENT	603.75
11/06/2023	GEN	6790	AP MISC	BOOKO BROTHERS	CONTRACT/DRAW REQUEST OR REMOVAL AND REP	54,780.00
11/06/2023	GEN	6791	AP MISC	KALAMAZOO EXCAVATION	DSMI	13,970.50
11/10/2023	GEN	6762	PR		VOIDED	0.00
11/10/2023	GEN	6763	PR 60	ROWLISON, ERIC	*Included in 11/10/23 payroll	
11/16/2023	GEN	6792	AP 1099	AMAZON CAPITAL SERVICES, INC	PROJECTOR, DVD'S, BOOK, TABLE AND CHAIRS	420.12
11/16/2023	GEN	6793	AP 155	APPLIED INNOVATION	LIBRARY CONTRACT CN3599-01; ACCT NO KZ07	188.76
11/16/2023	GEN	6794	AP 104	BAKER & TAYLOR, INC.	BOOKS	1,367.49
11/16/2023	GEN	6795	AP 056	BLOOMINGDALE COMMUNICATIONS	PHONE LIBRARY - ACCT NO 00032003-0	157.94
11/16/2023	GEN	6796	AP 101	CENGAGE LEARNING.	MYSTERY 2 PLAN - NOVEMBER	298.89
11/16/2023	GEN	6797	AP 964	CLARK TECHNICAL SERVICES	LPL 2023 SUPPORT - OCTOBER	202.50
11/16/2023	GEN	6798	AP 153	DEMCO, INC.	LABELS, PROTECTORS, READ BAG	101.62
11/16/2023	GEN	6799	AP 153	DEMCO, INC.	BOOK STOPS, LABEL PROTECTORS	148.21
11/16/2023	GEN	6800	AP 153	DEMCO, INC.	LABEL PROTECTORS, BOOKMARKS, BROWSING BA	219.59
11/16/2023	GEN	6801	AP 264	PETTY CASH LAWTON PUBLIC LIBRARY	WALMART, MEIJER	188.93
11/16/2023	GEN	6802	AP 1084	THREATTRACK SECURITY INC.	VIPRE ENDPOINT SECURITY SUBSCRIPTION	441.00

11/16/2023	GEN	6803	AP MISC	UNIQUE	10-30 PLACEMENTS	9.95
11/18/2023	GEN	6804	AP 155	APPLIED INNOVATION	POLICE COPIER ACCT NO KZ1828 CONTRACT CN	248.02
11/18/2023	GEN	6805	AP 056	BLOOMINGDALE COMMUNICATIONS	TELEPHONE FOR ACCT NO 0032515-9	378.42
11/18/2023	GEN	6806	AP MISC	FLORY EXCAVATING & SEPTIC SERVICE	HANDI CAP PORTABLE TOILET - PARK	125.00
11/18/2023	GEN	6807	AP 865	KALAMAZOO AREA TRANSPORTATION SERV	KATS MEMBERSHIP DUES	60.00
11/18/2023	GEN	6808	AP MISC	LAWTON HANDYMAN SERVICES	DOWNPAYMENT FOR WINDOW REPAIR AT BOY SCO	700.00
11/18/2023	GEN	6809	AP 758	MANNING ENTERPRISES, INC	REWORK CUSTOMER VALVE WRENCH	2,098.35
11/18/2023	GEN	6810	AP 551	ODP BUSINESS SOLUTIONS	EXPO MARKERS, ENVELOPES, JOURNALS, PAPER	339.02
11/18/2023	GEN	6811	AP 1032	PROGRESSIVE AE	PROJECT: 90050004.0 REIDS CORNER	10,514.00
11/18/2023	GEN	6812	AP 794	ROBS TIRE AND AUTO, LLC	TIRES, MOUNT AND BALANCE ON BOBCAT	5,736.96
11/18/2023	GEN	6813	AP 1068	SAFEBUILT	PERMITS 203 S MAIN, 607 S MAIN, 132 S FR	1,491.50
11/18/2023	GEN	6814	AP MISC	STATE OF MICHIGAN	CUSTOMER ACCT NO: MDOT00494 - M-40 MILL.	27,543.04
11/18/2023	GEN	6815	AP 1079	US INTERNET	EMAILS	49.00
11/18/2023	GEN	6816	AP 493	VAN BUREN COUNTY	VERIZON AIRCARD - OCT	44.21
11/18/2023	GEN	6817	AP 493	VAN BUREN COUNTY	MUNICIPALITY AT-LARGE DRAINAGE PROJECT S	1,446.10
11/18/2023	GEN	6818	AP 685	VERIZON WIRELESS	MOBILE PHONE TABLETS	1,330.63
11/18/2023	GEN	6819	AP 083	VILLAGE OF PAW PAW	WATER LAB ANALYSIS	180.00
11/18/2023	GEN	6820	AP 1101	ZONING SOLUTIONS, LLC	BLIGHT ENFORCEMENT	694.38
11/24/2023	GEN	6821	PR		VOIDED	0.00
11/24/2023	GEN	6822	PR 60	ROWLISON, ERIC	*Included in 11/24/23 payroll	2,188.91
11/24/2023	GEN	6823	PR DPW UNION	INTERNATIONAL UNION OF OPERATING ENGINEERS 324		22.50
11/24/2023	GEN	6824	PR TEAMSTERS	TEAMSTERS LOCAL #214		167.00
11/10/2023	GEN		PR			37,593.75
11/24/2023	GEN		PR			39,959.19

(4 Checks Voided)

Total of 109 Disbursements:

244,473.45



PUBLIC NOTICE

2024 Village of Lawton Public Meetings

All public meetings will be held openly, either at Village Hall. Each Meetings agenda will be available on our website: lawton.mi.us and posted to the front window of Village Hall, prior to each meeting.

Meeting dates and times are subject to change.

Schedule may be adjusted in the future to address conflicts due to holidays or elections.

COUNCIL 7:00 PM (2 ND & 4 TH Tuesday)	DOWNTOWN DEVELOPMENT AUTHORITY 7:00 PM (3 RD Wednesday)
January 9 & 23	January 17
February 13 & 27	February 21
March 12 & 26	March 20
April 9 & 23	April 17
May 14 & 28	May 15
June 11 & 25	June 19
July 9 & 23	July 17
August 13 & 27	August 21
September 10 & 24	September 18
October 8 & 22	October 16
November 12 & 26	November 20
December 10 & 24	December 18
PLANNING COMMISSION (7:00 PM 1 ST Tuesday)	LIBRARY BOARD (6:30 PM 4 TH Monday)
January 2	January 22
February 6	February 26
March 5	March 25
April 2	April 22
May 7	May 27
June 4	June 24
July 2	July 22
August 6	August 26
September 3	September 23
October 1	October 28
November 5	November 25
December 3	December 23
The Zoning Board of Appeals will meet on an As Needed Basis	

VILLAGE OF LAWTON
COUNTY OF VAN BUREN
STATE OF MICHIGAN

ORDINANCE NO. 05 of 2023

AN ORDINANCE TO AMEND SECTION 70.03, “PARKING OF VEHICLES
AND TRAILERS,” OF CHAPTER 70, “GENERAL PROVISIONS,” TITLE VII,
“TRAFFIC CODE,” TO THE LAWTON VILLAGE CODE.

The following Ordinance was offered by Councilmember _____ and supported
by Councilmember _____.

THE VILLAGE OF LAWTON ORDAINS:

Section 1. Amendment of Section 70.03 to the Lawton Village Code. That Section 70.03,
“Parking of Vehicles and Trailers,” of Chapter 70, “General Provisions,” Title VII, “Traffic Code,” of the
Lawton Village Code, is hereby amended to read in its entirety as follows:

§70.03 PARKING OF VEHICLES AND TRAILERS.

- (A) *Definition.* The term *VEHICLE* shall include all motor-driven motorcycles, tractors,
and trailers.
- (B) *Parking on public streets and public alley rights-of-way.*
 - (1) No vehicle shall be parked or permitted to remain on or within any public
street or alley right of way within the Village of Lawton between the hours
of 2:00 am and 5:00 am daily from November 1 to April 1 of each year.
 - (2) No motor vehicle or trailer shall be parked on any street or alley with the
village for more than two consecutive hours, where two-hour limited
parking is designated, namely: 2nd Street and 3rd Street (first block only);
M-40 to Railroad Street.
 - (3) No truck tractors of six wheels or more or trailers or semi-trailers of 40 feet
or more in length, separately or in combination, shall be parked or permitted
on or within any public street or public alley right-of-way within any area
zoned residential within the Village, except during the actual loading or
unloading.
 - (4) No truck tractors of six wheels or more, or trailers or semi-trailers of 40 feet
or more in length, separately or in combination, shall be parked or permitted
to remain on or within any public street or public alley right-of-way within
any area zoned business district within the Village, between the hours of
2:00 a.m. and 6:00 a.m. daily, except during the actual process of loading
or unloading.
 - (5) Except in specific parking areas designated by the Village as “truck parking

areas” and subject to any rules posted therein.

- (a) All vehicles (as defined herein) shall have affixed thereto current licenses.
 - (b) No vehicle shall be parked in this area for more than 48 continuous hours at one time.
 - (c) During the period between April 1 and September 1, no tractor engine or auxiliary motor or engine, such as for refrigeration and the like, shall be operated within the area, except when the units are in the process of being parked or removed, between the hours of 7:00 a.m. and 9:00 p.m. daily and weekends between the hours of 12:00 noon on Saturday and 7:00 a.m. Monday.
 - (d) For additional general rules, copies of Ord. 107 are available at the office of Village Clerk or the Police Department. As this area has been established for convenience and benefit within the village, its continuance depends on cooperation in abiding by the provisions of the section and the posted rules.
- (6) No vehicle or trailer shall be parked on or across any sidewalk except while attended for the purpose of loading or unloading.
 - (7) The foregoing provisions shall be applied to vehicles or trailers owned and/or operated by the Village while on official business.

Section 2. Repeal. That all other ordinances and resolutions in conflict herewith are hereby repealed.

Section 3. Publication and Effective Date. That this Ordinance or a synopsis of the Ordinance shall be published in a newspaper of general circulation in the Village within 15 days after passage, and shall be effective 20 days after its enactment or upon publication, whichever occurs first.

YEAS: Councilmember(s) _____

NAYS: Councilmember(s) _____

ABSTAIN: Council Member(s) _____

ABSENT: Council Member(s) _____

ORDINANCE DECLARED ADOPTED.

Ordinance Adoption Date:
Ordinance Publication Date:
Ordinance Effective Date:

CERTIFICATION

I, Brittany Rathbun, the duly appointed Clerk of the Village of Lawton, do hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Lawton Village Council at a regular meeting held _____, 2023, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

VILLAGE OF LAWTON

BY: _____
Brittany Rathbun, Village Clerk

LAWTON DEPARTMENT OF PUBLIC WORKS

ACTIVITIES REPORT FOR NOVEMBER 2023

1. We had 0 interments at Oak Grove cemetery for the month of November.
2. We pumped a total of 17,439,000 gallons of water for the month of November compared to 26,154,000 in 2022 With a Daily Average of 581,000.
3. We are still going to be out picking up leaves as long as the weather holds out we have been through the town 2 complete times.
4. All decorations are up and ready for the Holiday season.
5. In November total of 1.92 million gallons of treated wastewater was discharged into the tributary to the South Branch of the Paw Paw River. The daily effluent flows averaged 64,000 gallons per day, which is approximately 26% of the hydraulic capacity of the plant.

2500 gallons of activated sludge was pumped over to the sludge storage tank.

Motor pool – 46 hrs.

Streets not Act 51 – 495 hrs.

Buildings & Grounds – 14 hrs.

Water Maint. – 23.5 (OT)

Cemetery – 9 hrs.

Sewer Maint. – 174 (OT)

Parks – 20 hrs. (3OT)

Vacation – 76 hrs.

Civic Betterment – 50 hrs.

Sick time - 0

Major Winter Maint. – 19 hrs. (0 OT)

Holiday – 72 hrs.

Local Winter Maint. – 10 hrs. (0 OT)

Todd Hackenberg – Director of Public Works

LAWTON POLICE DEPARTMENT – COUNCIL REPORT

NOVEMBER 2023

Calls for Service/Complaints-----98

Ordinance complaints-----5

 Blight (1) Zoning (1) Misc. (3)

Traffic stops-----20

 Citations issued (7) Verbal warnings (22)

Arrests-----3

Accidents-----6

Parking citations-----0

HOURS WORKED: Scheduled (Full-time) 520

 Scheduled (Part-time) 8

 Overtime hours 24

 Vacation hours 36

 Sick leave hours 2

COMMUNITY POLICING:

Officers made (15) field contacts and (27) business contacts.

NOTABLE INCIDENTS:

Officer Largen responded to Paw Paw Twp. to assist the Vanburen County Sheriff's Office regarding a subject who had a self-inflicted gunshot wound to his leg. Officer Largen was able to locate the firearm used and render it safe, before turning it over to investigating deputies.

Officer Hitchcock investigated a larceny from a residence in the 100 block of Durkee. Personal property was taken by an unknown suspect. The larceny is believed to be a crime of opportunity, and not a random theft.

ADDITIONAL:

For the month of November, Lawton officers spent many hours of directed traffic patrol, specifically targeting speed violations. The number of hours spent in the following locations is as follows:

14.12 hours – Main St.

13.42 hours – All other areas within the Village

Total hours – 27.54

LPD had 25 (Assist other agency calls): 4 medical/ambulance calls in the Village, 1 medical/ambulance call in Antwerp Twp., 1 medical call in Porter Twp., 2 assist calls in Paw Paw, 3 assist calls in Mattawan, 4 in Antwerp Twp., 6 in Porter Twp., 1 assist call in Paw Paw Twp. and 3 other department assists in the Village.

Respectfully,

Chief Jeffrey Mack

Van Buren County File Class / Section Report

Number	Sub-Beat	Date	Offense	Location	Incident Code-Type	Officer
23-1015	LAWTON-1	11/01/2023	BLIGHT ORDINANCE 93.01 Blight Ordinance 93.01	506 2nd Street -	Signs in ROW	Hitchcock, S. Removed
23-1075	LAWTON-1	11/18/2023	ZONING ORDINANCE 153.01 Zoning ordinance 153.01	Fremont -- 4th - Street	Junk Auto	Hitchcock, S. Fixed
Total:	2					

LAWTON VILLAGE LIBRARY BOARD

Regularly scheduled monthly meeting

Date: 11/27/23

I. Call to Order

The meeting was called to order by Reid at: 6:30 PM

Members present: Cornish, Reid, Rathbun, McArthur, Troxell

Members excused: Kison

Staff Present: Tone

Public Comment (3 minutes per speaker): None

II. Secretary's Report: The 10/23/23 minutes were accepted as presented.

Troxell Moved to accept the 10/23/23 meeting minutes. Second by - Reid. With the correction: New Business: number 4. It should read "December is at White Oaks and so on." Instead of "son on". Motion carried

III. Library Director's Report – Usage Statistics

- A. Visitors: 740
- B. Materials checked out: 1907
- C. Adult Fiction: 433
- D. Audio Books: 17
- E. Children Easy Books: 639
- F. Junior Fiction: 268
- G. Junior Non-fiction: 50
- H. Large Print: 277
- I. Non-fiction: 58
- J. Periodicals: 27
- K. Videos: 82
- L. Young Adult fiction: 49
- M. VOX books: 7

Total: 1907

- N. Computer usage: 42 uses
- O. Michigan Overdrive total checkouts: 23,783
- P. Michigan Overdrive total holds: 9355
- Q. Michigan Overdrive total users: 5881

- R. New Books Processed: 176
- S. Our MEL items received: 107
- T. Our MEL items sent: 111
- U. Lawton Overdrive downloads: 305
- V. Lawton Overdrive holds: 162
- W. New Library Members: 12
- X. Total Library Members: 2158
- Y. Lawton Website visited: 1820 last 30 days
- Z. Facebook visited: 2880 last 30 days
- AA. Special Programs: Knitters: 35; Story Time: 70; Book Club: 11; Mystery Club: 0 cancelled for Halloween; Halloween visits: 820 people stopped, 610 pieces of candy; MIPRO program 37; Craft night: 10.

IV. Financial Report

- A. The financial report was presented.

Rathbun moved to accept the financial report. Second by Cornish. Motion carried.

- B. The receipts and expenses were presented by Tone as follows:

Receipts: \$ 3778.44

Expenses: \$ 16,904.18

McArthur moved to pay the bills. Second by Reid. Motion carried.

V. Committee Reports

- A. None

VI. Communications: None

VII: Old Business:

- 1. Roof is done.

VIII: New Business:

- 1. Lease Approved by the Village Council

Rathbun moved to approve the Amended Lease by the Village Council. Second by: Reid; Motion carried.

2. Amend Budget from general fund balance to Building fund for roof costs.

Rathbun Moved to amend budget from general fund balance to Building fund for \$37,000.00. Second by Cornish. Cornish – yes; Reid – yes; Rathbun – yes; Troxell – yes; McArthur – yes. Motion Carried.

3. Ellen Nelson 2-year increase year increase

Cornish Moved to increase Ellen’s wages from 10.41 to 10.61 starting: December 11, 2023
Second by: Rathbun.
Cornish – yes; Reid – yes; Rathbun – yes; McArthur – yes; Troxell - yes. Motion carried.

1. December’s meeting 12/18/23
2. December closings – roofers will be working inside library, village will be moving shelves on Thursday December 21, December 22 closed; December 26, 27, 28, 29, shelving will need to be moved and scaffolding will be brought in to fill in the skylights.
3. Curbside services to patrons during the above days.
4. Holiday Night in Lawton is December 8; we will be open from 6 – 8:30PM or 9 if anyone can help that would be appreciated.

X. Adjournment – The meeting adjourned at 7:37 PM

McArthur Moved to adjourn the meeting; second by Rathbun

Next Meeting: December 18, 2023 at 6:30 PM

Respectfully submitted,

Marianne McArthur, Board Secretary

Circulation Report for October 2023

We had 740 visitors and checked out a total of in 1,907 materials.

Adult Fiction	433
Audio Books	17
Children Easy Books	639
Junior Fiction	268
Junior Non-Fiction	50
Large Print	277
Non-fiction	58
Periodicals	27
Videos	82
Young Adult fiction	49
VOX Books	<u>7</u>
Total	1,907

Computer Usage	42 uses
Michigan Overdrive Total Checkouts	23,783
Michigan Overdrive Total Holds	9,355
Michigan Overdrive Total Users	5,881
New Items Processed	176
Our Mel Items Received	107
Our Mel Items Sent	111
Lawton Overdrive Downloads	305
Lawton Overdrive Holds	162
New Library Members	12
Total Library Members	2,158

Lawton Website visited 1,820 last 30 days

Facebook visited 2,880 last 30 days

Knitters: 35

Story time: 70

Book club: 11

Mystery Club: 0 (cancelled for Halloween)

Halloween visits: 820 patrons visited, passed out 610 pieces of candy

MIPRO program: 37

Craft night: 10

Respectfully Submitted, Lyn Tone, Director