

SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, June 25, 2018

President: Linda Hamilton
Vice-President: Deborah Mroz
Treasurer: W. David McNeill
Secretary: Amy Randall-Ray
At large: J. Bernardino, J. Quigly, J. Salvatore
Director: Donna Olson

Minutes of the Regular Meeting of June 25, 2018.

A. Call meeting to order and verify quorum.

President Hamilton called the meeting to order at 7:00 PM in the meeting room of the Salem-South Lyon District Library. Present: Hamilton, McNeill, Mroz, J. Bernardino, J. Quigly, Director Olson, and Recording Secretary K. Hutchinson. Absent: J. Salvatore (excused).

Visitors: Ted Barker, Shaw Construction
Nina Burns, Prospective Trustee
R. Cieslak, Merrit CieslakDesign PLC
A. King, President of the Friends
T. Fulkerson, CSR and Staff Rep.
K. Haning, Library Design Associates

B. Approval of Agenda

L. Hamilton added under New Business: Ground Breaking Date. McNeill motioned to approve the agenda as amended, seconded by J. Bernardino. Motion carried unanimously.

C. Approval of Amy Randall-Ray to Join Meeting Remotely

L. Hamilton motioned to approve for A. Randall-Ray to attend the meeting remotely; D. Mroz seconded the motion. Motion carried unanimously.

D. Approval of Draft Minutes from the May 21, 2018 Budget Hearing Meeting

Motion to approve the minutes as amended from the May 21, 2018 Budget Hearing Meeting was made by J. Quigly, seconded by D. McNeill. Motion carried unanimously.

E. Approval of Draft Minutes from the May 21, 2018 Board Meeting

Motion to approve the minutes as amended from the May 21, 2018 Board Meeting was made by J. Bernardino, seconded by J. Quigly. Motion carried unanimously.

F. Introduction of Guests

Director Olson introduced the guests.

G. Public Comment

None.

H. Presentations

- A. Ron Cieslak inquired if the Library wanted to have a formal groundbreaking ceremony. Possible dates for the ceremony are week of July 23rd or July 30th. Invitations will be issued to local politicians, SLCS administrators, South Lyon Herald as well as Friends of the Library and citizens.
- B. Ted Barker of Shaw Construction reported they are waiting on approval permits from Salem Township and the soil erosion test; currently a work order has been filed with DTE. The permits were filed with Salem Township about one month ago. L. Hamilton offered to followup with Salem Township. Ted will followup with soil erosion test.
- C. Kyle Haning of Library Design Associates reported on the past meeting with the Library on furnishings and carpeting choices with the cost of differing (most expensive) options increasing the total furnishings costs by \$10,620.00 . Kyle explained their ordering process; the new circulation

desk has a 12 week lead time. He can order in advance (with the price of materials locked in at time of order) and may hold shipment until the Library is ready for the materials.

I. Friends of the Library Report

Amber King reported the next meeting is July 12; the Friends were unable to have a meeting in May due to lack of a quorum. The Friends Club has been an active participant in SRP, and has been interviewed with local cable station 19 as part of their “Spotlight on South Lyon” series.

J. Financial Report

Acceptance for the May 2018 Financial Report

Motion to accept the financial statements from May 2018 was made by D. Mroz, seconded by J. Bernardino. Motion carried unanimously.

K. Approval for Payroll Report for May 2018

Motion to approve Pay #9 & 10 (calendar), Fiscal Pay#22 & 23 was made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

L. Approval for Board Review of Bills and Credit Purchases for May 2018

Motion to approve checks 15777-15805 and credit card purchases was made by D. Mroz, seconded by J. Quigly. Motion carried unanimously.

M. Director Report

Director Olson explained the hybrid print system to be implemented in July.

N. Staff Reports:

Adult Services Report
Submitted for board review and filed.

PR/Marketing Report
Submitted for board review and filed.

Property Maintenance Report
Submitted for board review and filed.

Technology Report
Submitted for board review and filed.

Youth Services Report
Submitted for board review and filed.

O. Committee Reports:

- Advocacy/Fundraising:
Currently working on Christmas Tea with Coral Sash.
- Facilities Committee:
Agenda item.
- Policy Committee:
No update.
- Budget Committee:
Agenda item.
- Long Range Planning
No update.
- Professional Development
Agenda item.

P. Correspondence & Communications

Q. Old Business

R. New Business

1. Bond Bid Analysis

Treasurer D. McNeill presented the Summary Comparison of the Competitive Bids for the Capital Improvement Bond. Chemical bank was awarded the bid; the question was asked if they plan on selling the bond and we were informed they will be holding these funds internally. The closing date for the sale is July 11.

2. Mid-Year review of Director's Goal and Objectives

Goal#1: reviewed with no changes

Goal#2: modify wording "to strive toward Excellent level".

Goal#3: reviewed with no changes.

Goal#4: reviewed with no changes.

S. Board Comments

David McNeill stated he was glad to see the process moving forward. Amy Randall-Ray thanked the board for being able to attend remotely. J. Quigly recognized the Library as a resource center for the community. Pres. Hamilton thanked everyone for their work on the committees and especially thanked the Friends of the Library for their generous gift which is a significant contribution to the expansion.

T. Adjournment:

The meeting was adjourned at 8:06 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, State of Michigan, held on June 25, 2018, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Respectfully submitted,
Kathleen Hutchinson, Recording Secretary
A. Randall-Ray, Library Board Secretary