

SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, July 30, 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 July 30, 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, A. Randall-Ray, J. Bernardino, J. Quigly, J. Salvatore, Director Olson, and Recording Secretary K. Hutchinson.

Visitors: K. Merucci, Staff Rep.
R. Perry-Showerman, Friends Representative
A. Yunker, Head of Adult Services

B. Approval of Agenda

D. McNeill motioned to approve the agenda, seconded by J. Salvatore. Motion carried unanimously.

C. Approval of Draft Minutes from the June 25, 2018 Regular Meeting

J. Bernardino motioned to approve the minutes from the June 25, 2018 Meeting; seconded by D. Mroz. Motion carried unanimously.

D. Introductions of Guests

Director Olson introduced the guests.

E. Public Comment

Mr. Quigly related the outstanding customer service a patron experienced this past week and wanted to thank the staff member's supervisor; the staff member supplied computer help which enable the patron to finish his project. The patron contacted Mr. Quigly because he wanted to be sure that the staff member was recognized. Mr. Quigly is notifying the SSLDL Board that Director Olson was the person who helped the patron.

F. Presentations

None.

G. Friends of the Library Report

R. Showerman reported the Kids Club have been busy this summer; They have hosted storytimes at McHattie Park and will be at the FunFest this Wednesday, August 1 and will be staffing a table. The Kids Club will be having their annual toy sale in conjunction with the Friends' Giant Book Sale.

H. Financial Report

Acceptance for the June 2018 (preliminary) Financial Report

Motion to accept the preliminary financial statements from June 2018 was made by J. Salvatore, seconded by A. Randall-Ray. Motion carried unanimously.

I. Approval for Payroll Report for June 2018

Motion to approve Pay #11, 12 & 13 (calendar), Fiscal Pay#24, 25, & 26 was made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

J. Approval for Board Review of Bills and Credit Purchases for June 2018

Motion to approve checks 15806-15838 and credit card purchases was made by A. Randall-Ray, seconded by J. Salvatore. Motion carried unanimously.

K. Director Report

Director Olson reported on the successful Adult Scavenger Hunt Program which was enjoyed by 60 people ending with dinner at the South Lyon Hotel. L. Ervin and C. Privatte supplied the tech help. Every participant thanked Donna for the great program.

Expansion news: the DTE easement paperwork has been filed and is progressing; R. Cieslak is finalizing the site plan work.

L. Staff Reports:

Adult Services Report
Submitted for board review and filed.

Technology Report
Submitted for board review and filed.
The board asked for Luke to attend the next board meeting to explain the off-site backup with South Lyon Community Schools.

Youth Services Report
Submitted for board review and filed.

M. Committee Reports:

- Advocacy/Fundraising:
The bricks are in and will be installed this week.
- Facilities Committee:
Agenda item.
- Policy Committee:
No update.
- Budget Committee:
Agenda item.
- Long Range Planning
The last draft of the next Strategic Plan has been sent to the staff for review and comments.
- Professional Development
No update.

N. Correspondence & Communications

O. Old Business

1. Bond Sale

Treasurer D. McNeill reported the Capital Bond Sale is complete. David reviewed the invoice from MFCI in the amount of \$4,447.32 which came in below the expected amount of \$6,800.00

2. D. McNeill presented the Clark-Hill Bond Capital Improvement Bonds Invoice for \$8000.00

3. D. McNeill presented the Clark Hill Construction Manager Contract (Invoice presented as Improvement to the Salem-South Lyon District Library) for \$9,570.00; the expected amount was \$2,500.00 to \$3,000.00

L. Hamilton motion to authorize Director Olson and D. McNeill (and any other board members they deem necessary) to sit down with Clark Hill to resolve the overage on the invoice by the next board meeting and to not remit payment on this invoice until the issue is resolved. J. Salvatore seconded the motion. The motion carried unanimously.

P. New Business

None.

Q. Closed Session

Motion to close session at 7.40 p.m. for a personnel matter by D. McNeill; seconded by A. Randall-Ray. Secretary Randall-Ray called the roll:

- J. Quigly: Yes;
- D. Mroz: Yes;
- J. Bernardino: Yes;

- D. McNeill: Yes;
- J. Salvatore: Yes;
- A. Randall-Ray: Yes
- L. Hamilton: Yes.

L. Hamilton motioned to allow K. Hutchinson to stay in the closed session; seconded by D. McNeill. Motion carried unanimously.

R. Return to Open Session at 8:17 p.m.

S. Board Comments

J. Quigly thanked the staff for their work. J. Salvatore thanked D. Olson for her consistent leadership. D. McNeill shared his candidacy for the board will be a write-in campaign for the upcoming election due to an incorrect filing date he was given by the city.

T. Adjournment:

The meeting was adjourned at 8:23 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 July 30, 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