

SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, August 27, 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 August 27, 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, A. Randall-Ray, J. Bernardino, J. Quigly, J. Salvatore, Director Olson, and Recording Secretary K. Hutchinson. Absent: D. Mroz (excused).

Visitors: L. Ervin, Head of IT
K. Merucci, Head of Youth & Teen Services
M. Podsiad, Friends Representative
K. Schiller, Staff Rep
A. Yunker, Head of Adult Services

B. Approval of Agenda

J. Bernardino motioned to approve the agenda, seconded by A. Randall-Ray. Motion carried unanimously.

C. Approval of Draft Minutes from the July 30, 2018 Regular Meeting

D. McNeill motioned to approve the minutes from the July 30, 2018 Meeting; seconded by J. Salvatore. Motion carried unanimously.

D. Approval of Draft Minutes from the July 30, 2018 Closed Session

Amy Randall-Ray motioned to approve the minutes from the closed session on July 30, 2018; D. McNeill seconded the motion.

E. Introduction of Guests

Director Olson introduced the guests.

F. Public Comment

None.

G. Friends of the Library Report

M. Podsiad reported the next Friends' meeting is scheduled for September 13.

H. Financial Report

Acceptance for the July 2018 Financial Report

Motion to accept the financial statements from July 2018 was made by J. Salvatore, seconded by J. Bernardino. Motion carried unanimously.

I. Approval for Payroll Report for July 2018

Motion to approve Pay #14 & 15 (calendar), Fiscal Pay#1 & 2 was made by A. Randall-Ray, seconded by D. McNeill. Motion carried unanimously.

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

Motion to approve checks 15839-15867 and credit card purchases was made by D. McNeill, seconded by A. Randall-Ray. Motion carried unanimously.

K. Director Report

Director Olson thanked all for attending the groundbreaking ceremony.

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

The staff received harassment prevention training on August 10. Director Olson will share the PowerPoint and documents with the board. J. Quigly suggested we contact

our insurance carrier regarding additional training they might provide to the board. Director Olson will follow up.

L. Staff Reports:

Adult Services Report

Submitted for board review and filed.

Technology Report

L. Ervin clarified the off-site backup for the library computer files at the SLCS. In general, if there is a natural disaster, many companies have off-site storage; the off-site backup gives us archived data. We have furnished the equipment to house our data.

Submitted for board review and filed.

Public Relations Report

Submitted for board review and filed.

Youth & Teen Services Report

Submitted for board review and filed.

M. Committee Reports:

- Advocacy/Fundraising:
Advanced Disposal will again provide matching funds of \$5,000 in support of the Annual Appeal. The committee is currently working on a proposal for the new expansion seeking community partners.
- Facilities Committee:
Discussion of change orders and lien notifications due to the expansion construction. Pres. Hamilton asked for a summary of change orders (thru Excel or Google docs) enabling the board members to view. Director Olson has the authority to make decisions on change orders; and all change orders are submitted to Mr. Cieslak first. Pres. Hamilton stated most change orders are necessary.
- Policy Committee:
Agenda item.
- Budget Committee:
Discussion on additional billing from Salem Township causing a shortfall in the SSLDL's escrow account.

- Long Range Planning
Upcoming Strategic Plan meeting on Thursday, September 13.
- Professional Development
No update.

N. Correspondence & Communications

O. Old Business

1. Expansion Update

A. Clark Hill Construction Management Contract Invoice

The construction management contract billing of \$9,570.00 was received on July 9, 2018. After discussion, J. Quigly motioned to authorize payment in the amount of \$5,040.00 and to indicate after review of the bill the additional funds are for the extra 6.8 hours incurred by Clark Hill. J. Salvatore seconded the motion. The motion carried, J. Bernardino dissented.

P. New Business

1. Budget Amendment for Legal & Professional Services
Amendment not required at this time.
2. Motion to approve Policy 207.1 Harassment made by D. McNeill, seconded by J. Salvatore. Motion carried, J. Quigly dissented.

Q. Board Comments

Amy Randall-Ray thanked Director Olson for the groundbreaking ceremony.
L. Hamilton thanked the budget committee for their work.

R. Adjournment

The meeting was adjourned at 8:21 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 August 27, 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