

**SALEM-SOUTH LYON DISTRICT LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes of Regular Meeting**  
**Monday, September 24, 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 September 24, 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: L. Hamilton, D. Mroz, D. McNeill, A. Randall-Ray, J. Bernardino, J. Quigly, J. Salvatore, Director Olson, and Recording Secretary K. Hutchinson.

Visitors: Nicolette Acho, Plante & Moran, PLLC  
Erin Brzezinski, Plante & Moran, PLLC  
Nina Burnes, SSLDL Board Candidate  
Kevin Decker & Dustin Drabek, Decker Insurance Agency  
Amber King, President of Friends of the SSLDL  
A. Yunker, Head of Adult Services

**B. Approval of Agenda**

J. Quigly motioned to approve the agenda with the addition of Item P.2 Closed Session, seconded by J. Salvatore. Motion carried unanimously.

**C. Approval of Draft Minutes from the August 27, 2018 Regular Meeting**

J. Bernardino motioned to approve the minutes from the August 27, 2018 Meeting; seconded by D. McNeill. Motion carried unanimously.

**D. Introduction of Guests**

Director Olson introduced the guests.

**E. Public Comment**

None.

**F. Presentations**

1. Plante & Moran

Nicolette Acho and Erin Brzezinski presented the 2018 audit findings; the library had an unmodified report this year.

2. Decker Insurance Agency

Dustin Drabek presented harassment training information and offered to have Pam Coates of the risk control division to provide additional training. We will poll the board for convenient date/time for a training session.

**G. Friends of the Library Report**

Amber King reported the Friends' board remained in their executive positions for the next year. Membership is at 77 members with book room volunteers logging 1,824 hours this past year; there are 30 gardeners logging 600 hours. Pres. Hamilton thanked all the Friends; J. Bernardino expressed her appreciation of the Friends' commitment to the library. The next Friends' meeting is November 8.

**H. Financial Report  
Acceptance for the August 2018 Financial Report**

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

**I. Approval for Payroll Report for August 2018**

Motion to approve Pay #16 & 17 (calendar), Fiscal Pay#3 & 4 was made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

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

Motion to approve checks 15868-15881 and credit card purchases was made by J. Quigly, seconded by J. Bernardino. Motion carried unanimously.

**K. Director Report**

Director Olson shared pictures of the groundbreaking ceremony and apprised the board of the new employees and their experience.

**L. Staff Reports:**

Adult Services Report  
Submitted for board review and filed.

Technology Report  
Submitted for board review and filed.

Youth & Teen Services Report  
Submitted for board review and filed.

**M. Committee Reports:**

- Advocacy/Fundraising:  
D. Mroz reported the Annual Appeal letter will go to the printer shortly. The Donor Recognition is Sunday, October 14. Advanced Disposal is sponsoring the musical entertainment and Three Cedars Farms is providing the refreshments.
- Facilities Committee:  
Agenda item.
- Policy Committee:  
Nothing to report.

- Budget Committee:  
Nothing to report.
- Long Range Planning  
Agenda item.
- Professional Development  
Nothing to report.

**N. Correspondence & Communications**

**O. Old Business**

1. Construction Update

- A. D. McNeill motioned to approve payment for \$88,060.89 to Shaw Construction and \$2,562.68 to Merritt Cieslak Design; seconded by A. Randall-Ray. Motion carried unanimously.  
We will request that the new cutoff date for bills from Shaw Construction and Merritt Cieslak Design be submitted for payment by the Wednesday prior to the Board Meeting. K. Hutchinson will also be providing a one-page summary for construction expenses incurred against our \$1.2M expansion budget in the monthly board packet.

**P. New Business**

1. Long Range Planning

- J. Salvatore reviewed the Strategic Plan document with board members with discussion of various tweaks to the plan. The staff is charged to develop costs to the investments and the time frame for the fruition of the project.

**Q. Board Comments (moved to before closed session)**

Amy Randall-Ray thanked Joe and the committee for all their work on the strategic plan. Joe thanked Amber and the Friends for their continuing efforts. D. McNeill and D. Mroz are very pleased with the unmodified report from Plante & Moran. J. Quigly commented the staff reports are fabulous.

**R. Closed Session**

L. Hamilton motioned to close the session at 8:25 p.m. and asked Director Olson if she would like to stay. Director Olsen assented. Secretary Randall-Ray called the roll:

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

**S. Return to Open Session at 8:47PM.**

**T. Adjournment**

The meeting was adjourned at **8:48PM**

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 September 24, 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