

**SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, October 29, 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 October 29, 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: Nina Byrnes, SSLDL Board Candidate
Ted Barker, Shaw Construction
Ron Cieslak, Merritt Cieslak Design , PLC
L. Ervin, Head of IT
M. Podsiad, Vice-President of Friends of the SSLDL
A. Yunker, Head of Adult Services, Staff Rep

B. Approval of Agenda

J. Quigly motioned to approve the agenda with the addition of Item Q.2 Study Room Procedures, seconded by D. McNeill. Motion carried unanimously.

C. Approval of Draft Minutes from the September 24, 2018 Regular Meeting

J. Salvatore motioned to approve the minutes as amended from the September 24, 2018 Meeting; seconded by D. McNeill. Motion carried unanimously.

D. Approval of Draft Minutes from the Closed Session from September 24, 2018

J. Bernardino motion to approve the minutes as amended from the September 24, 2018 Meeting; seconded by D. Mroz. Motion carried unanimously.

E. Introduction of Guests

Director Olson introduced the guests.

F. Public Comment

None.

G. Presentations

1. Ted Barker, Shaw Construction & Ron Cieslak, Merritt Cieslak Design

Ted updated the board on construction status: roof will be enclosed in December; the goal for the beginning of January is to take down the exterior wall; there will be a partition between the 2 structures; in mid-March renovation of the existing youth department with new finishes; in April plans are to finish exterior and landscaping. Ted discussed a possible change order that he would like the board to consider. Currently plans are for Walkerdut but if a change is made to use multiple conduit runs the cost savings would be approximately \$6000-\$7000. Ron did not see a problem with this change because of the way we have used Walkerdut in the past. L. Ervin, Head of It, expressed no objections either. Pres. Hamilton asked board members and Director Olson if they are in agreement; all agreed to the change. Mr. Cieslak also reported final interior color selections were determined and will be presented to the board in November.

2. Luke Ervin on SSLDL website redesign proposals

Luke outlined proposed costs and pros and cons for each proposal. After discussion, Pres Hamilton motioned to move forward with the website procurement with ReVize for with the amount of \$9,900 initial cost and \$4000 annual cost for upkeep; seconded by D. McNeill. Motion carried.

H. Friends of the Library Report

Mary Podsiad reported the Friends club received a \$2,000.00 grant at the Metro Book & Author Event on October 15th. The grant will be used to expand services at the Little Free Library. Pres. Hamilton thanked all the Friend for their generosity. The next Friends' meeting is November 8.

I. Financial Report
Acceptance for the September 2018 Financial Report

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

J. Approval for Payroll Report September 2018

Motion to approve Pay #17 & 18 (calendar), Fiscal Pay#5 & 6 was made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

K. Approval for Board Review of Bills and Credit Purchases for September 2018

Motion to approve checks 15882-15940 and credit card purchases was made by J. Bernardino, seconded by A. Randall-Ray. Motion carried unanimously.

L. Director Report

Director Olson shared the Community Reads Partners (neighboring Library Association) are considering a library Board retreat day in March 2019.

M. Staff Reports:

Adult Services Report
Submitted for board review and filed.

Public Relations & Marketing 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.

N. Committee Reports:

- Advocacy/Fundraising:
D. Mroz thanked Three Cedars and Advanced Disposal for their support at the donor event. The Christmas Tea hosted with Coral Sash is on Saturday, December 15th at 12 noon. The location is the old Casterline Funeral Home location on 10 Mile Road. The event is \$40/person with tickets being sold at Coral Sash and here at the library. Profits from the event will benefit the children's literacy program at the library.
- Facilities Committee:
Agenda item.
- Policy Committee:
Nothing to report.
- Budget Committee:
Agenda item.
- Long Range Planning
Agenda item.
- Professional Development
J. Salvatore will email participants with the link to provide input on Director Olson's yearend review which is due by November 21. The committee will meet with Director Olson once the data has been compiled.

O. Correspondence & Communications

P. Old Business

1. Expansion Update

A. Construction Manager Notes and Projected Construction Timeline

After discussion with Shaw Construction and Merritt Cieslak Design the new cutoff date for bills is the Wednesday prior to the budget meeting (approximately the 15th of the month).

B. Michigan Class Summary Statement

David McNeill reviewed the MIClass Statement with the board.

2. Long Range Planning Update

J. Salvatore relayed the committee is waiting on cost approximations from the staff. This item will be rescheduled for the November Board Meeting.

Q. New Business

1. Draft Proposals for Naming Rights and Outdoor Structure

D. Mroz shared with the board two proposals she and Director Olson will be submitting to Advanced Disposal for consideration for long term funding. One is for naming rights to the new conference room in the children's addition. The second is for an outdoor pavilion which would provide educational and environmental experiences for the community. Pres. Hamilton asked board members to submit any suggested revisions to D. Mroz or Director Olson by 12 p.m. Tuesday, October 30.

2. Study Room Procedures

D. Mroz asked for the staff to consider changing the 1 week advance reservation system for study rooms to a 2 week window. The 1 week reservation procedure is due to high demand. Board members are encouraged to continue to call and request an override to the 1 week procedure by a staff member for any committee meetings they are trying to schedule.

R. Board Comments

J. Bernardino and J. Quigly comment on the great annual report. J. Salvatore reiterated the same and expressed that the proposal for Advanced Disposal was beautifully written. D. Mroz thanked Luke for his IT proposals.

S. Adjournment

The meeting was adjourned at 8:42PM

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 October 29, 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