



**Salem-South Lyon
District Library**

9800 Pontiac Trail, South Lyon, MI 48178

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES

Salem-South Lyon District Library

Educate, Enrich, & Empower the Community

Imagine the Possibilities

AGENDA FOR SPECIAL MEETING, MONDAY, FEBRUARY 5, 2019 7:00 P.M.

- A. Call meeting to order and verify quorum (19-134)
- B. Approval of agenda (19-135V)
- C. Approval of past minutes from January 7, 2019 (19-136V)
- D. Introduction of guests (19-137)
- E. Public comment (19-138)
- F. Friends of the Library Report (19-139)
- G. Financial Report
 - 1. Acceptance of December 2018 Financial Report (19-140V)
- H. Approval for Payroll Report December 2018 (19-141V)
- I. Approval for Board Review of Bills and credit card purchases for December 2018 (19-142V)
- J. Director Report (19-143)
- K. Staff Reports (19-144)
- L. Committee Reports (19-145)
- M. Correspondence and communications
 - 1. Letter to the South Lyon Herald Editor – Christmas Tea (19-146)

2. Advance Newspapers – Mika Meyers PLC (19-147)

N. Old Business

1. HVAC PM Contract Proposal Update (19-148)

2. Construction Update

i. To-Date Expenditure Spreadsheet (19-149)

ii. Construction Meeting Minutes #7, #8, #9 (19-150)

iii. Merritt Cieslak Design Invoice January 16, 2019 (19-151V)

iv. Shaw Invoice January 16, 2019 (19-152V)

v. Shaw Invoice January 21, 2019 (19-153V)

vi. Children’s Bathroom Upgrade (19-154V)

3. Director’s Review (19-155)

O. New Business (19-156)

P. Board Comments (19-157)

Q. Adjournment (19-158V)

PRESIDENT: LINDA HAMILTON (2020)
VICE-PRESIDENT JOSEPH SALVATORE (2020)
SECRETARY: AMY RANDALL-RAY (2022)
TREASURER: W. DAVID McNEILL (2022)
AT LARGE: JANET BERNARDINO (2020), JAMES QUIGLY (2022), NINA BYRNES (2022)
DIRECTOR: DONNA OLSON
RECORDING SECRETARY: KATHY HUTCHINSON

COMMITTEES: THE CHAIR AND DIRECTOR SIT ON ALL COMMITTEES.

ADVOCACY/FUNDRAISING (QUARTERLY): SALVATORE / RANDALL-RAY, OLSON, FELLOWS, HART, POTSIAD, WEBER

TO BE ACCOUNTABLE TO THE PUBLIC AND RAISE THE PROFILE OF THE LIBRARY IN THE COMMUNITY BY MAKING RECOMMENDATIONS TO THE BOARD ON METHODS FOR OBTAINING FUNDING THROUGH EXPLORING OTHER SOURCES.

BUDGET (MONTHLY): CHAIR: McNEILL / BERNARDINO, QUIGLY, OLSON, HUTCHINSON

REVIEWS FINANCIAL STATEMENTS ON A MONTHLY BASIS; PREPARES AND RECOMMENDS BALANCED BUDGET REQUESTS AND ADJUSTMENTS BASED ON PRESENT AND ANTICIPATED NEEDS IN RELATION TO THE LIBRARY'S STRATEGIC PLAN AND CURRENT ECONOMIC CONDITIONS.

FACILITIES (AS NEEDED): CHAIR: HAMILTON / BERNARDINO, ERVIN, OLSON, WEBER,

TO PROVIDE RECOMMENDATIONS TO THE BOARD REGARDING CURRENT AND FUTURE SUCCESSFUL OPERATION OF THE LIBRARY WITHIN BUDGETARY LIMITS.

LONG-RANGE PLANNING (QUARTERLY): CHAIR: SALVATORE / HAMILTON, OLSON, WEBER

DEVELOP AND SUSTAIN PLANS TO PROVIDE CUTTING-EDGE SERVICES, MATERIALS, TECHNOLOGY, AND A STATE OF ART FACILITY IN CONJUNCTION WITH IDENTIFICATION OF REVENUE SOURCES FOR LONGEVITY

POLICY (QUARTERLY): CHAIR: RANDALL-RAY / BYRNES, McNEILL, SALVATORE, OLSON

RECOMMENDS TO THE BOARD, WITH INPUT FROM THE STAFF, ADDITION, REMOVAL, OR AMENDMENT OF POLICIES NEEDED TO CARRY FORWARD THE LIBRARY'S PLAN.

PROFESSIONAL DEVELOPMENT (QUARTERLY): CHAIR: HAMILTON / BERNARDINO, BYRNES, SALVATORE, OLSON

ENCOURAGES THE BOARD TO STUDY LIBRARY-RELATED TOPICS BY SUPPLYING INFORMATION, MATERIALS, AND TRAINING OPPORTUNITIES.

UPCOMING MEETINGS

BUDGET COMMITTEE: MONDAY, FEBRUARY 18, 2019 AT 1:00 PM

BOARD MEETING: MONDAY, FEBRUARY 25, 2019 AT 7:00 PM