

**SALEM-SOUTH LYON DISTRICT LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes of Regular Meeting**  
**Monday, January 8, 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 January 8, 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, Mroz, McNeill, A. Randall-Ray, J. Bernardino, J. Quigly, J. Salvatore, Director Olson, and Recording Secretary K. Hutchinson.

Visitors: Joe Urban, Clark Hill PLC (representative for John Axe)  
Steve Barker, MFCI  
Ted Barker, Shaw Construction  
Ron Cieslak  
A. King, President of The Friends of the Library  
K. Merucci, Head of Youth Services  
N. Davio, Staff Rep.

**B. Election of Officers**

After discussion, all officers will remain in their respective positions for the calendar year of 2018.

**C. Approval of Agenda**

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

**D. Approval of Draft Minutes from November 27 Meeting**

Motion to approve the minutes as amended from the November 27, 2017 Board Meeting was made by J. Quigly, seconded by A. Randall-Ray. Motion carried unanimously.

**E. Introduction of Guests**

Director Olson introduced the guests.

**F. Public Comment**

None.

**G. Presentation**

1. Steven Burke, President of MFCI provided the tentative schedule for the Capital Improvement Bond and described the process.
2. Joe Urban of Clark Hill PLC presented preliminary bond resolution paperwork and familiarized the board with the bond resolution procedure, which sets the parameters for the bond. They will return at our April Board Meeting to review the final resolution, if completed..
3. Ron Cieslak of Merritt Cieslak Design provided update on the Youth Expansion project. He has sent out 4 requests for survey work and has received 1 proposal back. L. Hamilton recommended he contact Stantec as a possible source and one we have used before. Ron also spoke about Library Design working under his umbrella as the construction architect and the appropriate time to add their expertise to the project. The board asked Ron to contact Library Design as to how he derives his cost and how we can verify that we are getting the best value for the taxpayer. Ron also mentioned that he has had an issue getting in touch with the planner in Salem Township. L Hamilton advised that he should contact Gary Whittaker, Salem Township Supervisor.
4. Ted Barker, Shaw Construction is currently working on an updated budget verifying with subcontractors on their work schedules on upcoming projects. He is looking at the tank size for fire suppression and all costs associated with the system.

**H. Friends of the Library Report**

Report submitted and filed.

There are still 2 open positions for the Friends Board.

**I. Financial Report**

**Acceptance for the November 2017 Financial Report**

Motion to accept the financial statements from November 2017 was made by D. Mroz, seconded by J. Salvatore..

**J. Approval for Payroll Report for November 2017**

Motion to approve Pay #22 & 23 (calendar), fiscal Pay#9 & 10 was made by D. McNeill, seconded by J. Quigly. Motion carried unanimously.

**K. Approval for Board Review of Bills and Credit Purchases for November 2017**

Motion to approve checks 15589-15624 and credit card purchases was made by J. Bernardino, seconded by A. Randall-Ray. Motion carried unanimously.

**L. Director Report**

Report filed.

**M. Staff Reports:**

Adult Services Report  
Submitted for board review and filed.

PR/Marketing Report  
Submitted for board review and filed.

Technology Report  
Submitted for board review and filed.

Youth Services Report  
Submitted for board review and filed.

**N. Committee Reports:**

- Advocacy/Fundraising:  
D. Mroz reported on efforts (over \$13,000 in contributions) of the Annual Appeal. Salem residents with the zip code 48168 did not receive the Annual Appeal letter. The committee has looked at sending the letter in late October for next year. It was recommended that we follow up with the post office in the coming months for a potential refund on the postage for letters not delivered to Salem Township.
- Facilities Committee:  
See Agenda items.
- Policy Committee:  
See Agenda Items.
- Budget Committee:  
See Agenda items.
- Long Range Planning  
No update.
- Professional Development  
Director Olson's review is complete. Her Goals/Objectives for the coming year will be reviewed at our 1/29/2018 meeting.

**O. Correspondence & Communications**

1. Cost Control for Printing in the Computer Lab  
Director Olson will contact the patron who contacted the board; the associated costs will be reviewed in the upcoming budget for next fiscal year.
2. Par Plan News – December 2017
3. QSAC Designation Congratulatory Letters  
The QSAC designations will be added to the SSLDL website and the explanation of the designations for the QSAC certifications will be posted underneath the certificates in the library proper.

**P. Old Business**

## **1. Shaw Contract**

D. McNeill motioned to engage Clark Hill PLC for the review of the Shaw construction manager contract in the amount not to exceed \$3000. J. Salvatore seconded the motion. The motion carried unanimously. (Note: this action supersedes the recommendation from our last meeting to contact Mr. James Schriemer of Conlin, McKenney, & Philbrick P.C.)

## **Q. New Business**

1. Motion to approve Hunting Bank, Chase Bank, Comerica, Fifth Third Bank, Flagstar Bank, and Vibe Credit Union as the official banks of the library was made by D. McNeill, seconded by J. Quigly. The motion carried unanimously.
2. Motion to approve the South Lyon Herald as the official newspaper of the library was made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.
3. Motion to approve the following Board Meeting dates and Holiday Closure Dates was made by J. Quigly, seconded by J. Salvatore:

### Board Meetings for 2018:

January 29	July 30
February 26	August 27
March 26	September 24
April 30	October 29
May 21	November 26
June 25	January 7, 2019

### Library Closures for 2018

Sunday, April 1 (Easter)  
Sunday, May 13 (Mother's Day)  
Saturday, May 26-Monday, May 28 (Memorial Day)  
Sundays (June 17-September 2)  
Wednesday, July 4 (Independence Day)  
Saturday, September 1- Monday, September 3 (Labor Day)  
Wednesday, November 21 – Close at 6 p.m.  
Thursday, November 22 – Sunday, November 25 (Thanksgiving)  
Sunday, December 23-Tuesday, December 25 (Christmas)  
Monday, December 31-Tuesday, January 1, 2019 (New Year's)

2018 Sunday Hours Schedule:

January 7, 14, 21, 28  
February 4, 11, 18, 25  
March 4, 11, 18, 25  
April 8, 15, 22, 29  
May 6, 20  
June 3, 10  
July (closed Sundays)  
August (closed Sundays)  
September 9, 16, 23, 30  
October 7, 14, 21, 28  
November 4, 11, 18  
December 2, 9, 16, 23, 30

4. Motion to approve the current mission, goal and objectives was made by D. Mroz, seconded by J. Quigly. Motion carried unanimously.
5. Motion to approve appointment of Trustees to the same committees as last year was made by L. Hamilton, seconded by D. Mroz. Motion carried unanimously.
  - Advocacy/Fundraising:
    - D. Mroz (chair)
    - A. Randall-Ray
    - D. Olson
    - C. Fellows
    - L. Gerhardt
      - A. Hart
      - M. Potsiad
      - K. Weber
  - Budget
    - D. McNeill (chair)
    - J. Bernardino
    - J. Quigly
    - D. Olson
    - K. Hutchinson
  - Policy
    - A. Randall-Ray (chair)
    - D. McNeill

- J. Salvatore
- D. Olson
  
- Professional Development
  - Hamilton (Chair)
  - J. Bernardino
  - D. Mroz
  - J. Salvatore
  - D. Olson
  
- Facilities
  - Hamilton (chair)
  - A. Hughes
  - D. Olson
  - K. Weber
  
- Long Range Planning
  - J. Salvatore (chair)
  - L. Hamilton
  - D. Mroz
  - D. Olson
  - K. Weber

**R. Board Comments**

J. Quigly expressed concern working with Library Design. J. Salvatore is impressed with the adult department re-design. David McNeill is happy to see things moving forward. J. Bernardino noted the director of Northville is retiring and we hope Donna is not planning to leave for the open position. Pres. Hamilton stated we have a good team of people that take on responsibilities and have a common vision. Pres. Hamilton also reminded trustees if they are not running for office in 2018 to please notify the board of the open position.

**S. Adjournment:**

The meeting was adjourned at 8:48 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 January 8, 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