

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

Visitors: Ron Cieslak  
Chris deBear , Library Design Associates Inc.  
Kyle R. Haning, Library Design Associates Inc.  
Tony Kryka, Salem Township resident  
Rachael Perry Showerman, Friends Representative  
L. Ervin, Head of IT  
K. Merucci, Staff Rep

**B. Approval of Agenda**

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

**C. Approval of Draft Minutes from January 8, 2018 Meeting**

Motion to approve the minutes as amended from the January 8, 2018 Board Meeting was made by J. Salvatore, seconded by D. Mroz. Motion carried unanimously.

**D. Introduction of Guests**

Director Olson introduced the guests.

## **E. Public Comment**

None.

## **F. Presentation**

1. Ron Cieslak of Merritt Cieslak Design introduced Chris deBear and Kyle Haning of Library Design Associates Inc. Chris has recently retired from the day to day responsibilities but works in an advisory capacity. Kyle joined the firm in June 2017 and Jennifer Kotelnicki is the interior designer and space planner with 20 years of experience. Mr. deBear described their business expertise in providing turnkey space analysis for libraries.

After discussion with Library Design on their methods of equipment and furniture procurement and pricing, D. Mroz motioned to bring Library Design Associates Inc. on board as part of the children's expansion under Ron Cieslak's umbrella; D. McNeill seconded the motion. The motion carried.

Mr. Cieslak presented the quotations for a partial survey of the existing library site; noting the survey cost will be included as part of the total expansion project. D. McNeill motioned to move forward with Nowak & Fraus in the amount not to exceed \$3,700 for the partial survey work; J. Quigly seconded the motion. A. Randall-Ray called the roll call vote.

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

The motion carried unanimously.  
Pres. Hamilton asked Ron to email the project memorandum to the board.

2. Luke Ervin provided an update on the student intern program. He provided insight into the technology goals: providing optimal usability which includes a website overhaul, provide valued services and to engage with the community, to continue to enact the IT plan, and to create a more efficient network. J. Salvatore commented it would be helpful to have a written timeline on the website overhaul. It was suggested to set up a committee of Library Staff to help with content.

**G. Friends of the Library Report**

Report submitted and filed.

There are still 2 open positions for the Friends Board. The Friends are now offering a lifetime membership for \$250.

**H. Financial Report**

**Acceptance for the December 2017 Financial Report**

Motion to accept the financial statements from December 2017 was made by J. Salvatore, seconded by J. Bernardino..

**I. Approval for Payroll Report for December 2017**

Motion to approve Pay #24, 25, & 26 (calendar), fiscal Pay#11, 12 & 13 was made by A. Randall-Ray, seconded by D. McNeill. Motion carried unanimously.

**J. Approval for Board Review of Bills and Credit Purchases for December 2017**

Motion to approve checks 15625-15650 and credit card purchases was made by J. Bernardino, seconded by A. Randall-Ray. Motion carried unanimously.

**K. Director Report**

Report filed.

**L. Staff Reports:**

Adult Services Report

Submitted for board review and filed.

PR/Marketing Report

Submitted for board review and filed.

Property Maintenance Report

Submitted for board review and filed.

Technology Report  
Submitted for board review and filed.

Youth Services Report  
Submitted for board review and filed.

**M. Committee Reports:**

- Advocacy/Fundraising:  
D. Mroz reported on efforts of the Annual Appeal. Year to date monies received is \$14,128.00 with associated costs of \$4,859.21
- Facilities Committee:  
See Agenda items.
- Policy Committee:  
See Agenda Items.
- Budget Committee:  
See Agenda items.
- Long Range Planning  
Will be setting up a meeting in February.
- Professional Development  
Agenda item.

**N. Correspondence & Communications**

1. Library Design letter of introduction.
2. South Lyon Community Schools support of the LSTA grant application.

**O. Old Business**

1. Shaw Contract

It is recommended that Director Olson contact the attorney so we have a contract for the next meeting.

2. Policies:

Motion to approve Policy 203 Employee Classification/benefits as amended made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

Policy 300 Organizational Structure sent back to committee for further refinement.

Motion to approve Policy 301 Director made by D. McNeill, seconded by D. Mroz. Motion carried. J. Bernardino, L. Hamilton and J. Quigly dissented.

Review of Policy 600 Trustee By-laws. First review

3. Review Director's Goals & Objectives

Goal 2 a. suggested revision: Maintain a yearend budget which allows for additional savings to the capital improvement fund.

Goal 2 b. suggested revision: Investigate upgrade of QSAC certification.

Goal 3a suggested revision: Offer exceptional service and resources onsite while expanding access offsite: having a presence beyond our brick and mortar structure (removed "continue to")

Goal 4a suggested revision: Cross train staff to provide back up for existing positions. (removed "continue to")

Goal 4d suggested revision: Hire staff in accordance with approved budget for the positions of Assistant Director and Technology.

**P. New Business**

1. J. Salvatore motioned to approve the Board Resolution Statement of Assurances of the LSTA Grant; A. Randall-Ray seconded the motion. The motion carried unanimously.

**Q. Board Comments**

J. Salvatore expressed his daughter would like to start a Women's Empowerment Book Club. David commented the staff reports were great and thanked Luke for his presentation. Mr. Quigly said the teamwork shows in the reports. J. Bernardino asked that the bond resolution paperwork be added to next month's agenda. President Hamilton assigned the initial review of the bond resolution paperwork to the Budget Committee.

**R. Adjournment:**

The meeting was adjourned at 8:52 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 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