

**SALEM-SOUTH LYON DISTRICT LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes of Regular Meeting**  
**Monday, February 26, 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 February 26, 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, J. Bernardino, J. Quigly, J. Salvatore, Director Olson, and Recording Secretary K. Hutchinson. Absent (excused): A. Randall-Ray

Visitors: Ron Cieslak  
Jeff Gallant, Clark Hill PLC.  
Tony Kryka, Salem Township resident  
M. Podsiad, Friends Representative  
C. Branch, CSR, Literacy Team Member  
P. Davies, Staff Rep  
K. Merucci, Head of Youth Services

**B. Approval of Agenda**

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

**C. Approval of Draft Minutes from January 29, 2018 Meeting**

Motion to approve the minutes as amended from the January 29, 2018 Board Meeting was made by J. Quigly, seconded by J. Salvatore. Motion carried unanimously.

**D. Introduction of Guests**

Director Olson introduced the guests.

**E. Public Comment**

None.

**F. Presentation**

1. Mr. Jeff Gallant presented the Draft of A1A Document A133 -2009 Draft of Standard Form of Agreement Between Owner and Construction Manager as Constructor. After discussion, it was determined that if there is a dispute with the project during construction, the board advised Mr. Gallant their preferred resolution method is mediation, and if necessary arbitration. It was also determined that if the project is not completed on time (unexcused delays), the board decided to give the Construction Manager a 30 day grace period and ease into a sliding penalty scale.  
Mr. Gallant asked Director Olson to forward the CM insurance certificates to Decker Agency for review and to verify that the SSLDL is named as additional insured on the CM's policy. It is also necessary to verify the specific limit on general liability limits for the subcontractors.
2. Ron Cieslak reported the preliminary site plans were filed with Salem Township and he can proceed with the final site plans. Ron shared the plans with the board. Mr. Cieslak and staff met with Library Design on February 20<sup>th</sup> ; the Library Design staff will update Ron on design work. Mr. Cieslak will ask for alternate pricing for ice shields on the entire roof. Ron also about the size of windows in the meeting room or if we forego the two large windows in that room. D. Mroz expressed her desire for natural light in the room as well as being able to view the beautiful library gardens. Pres. Hamilton asked the staff be surveyed on this matter. There was also some discussion regarding the dual locks to be used on the bathroom doors and how the lock out process will work particularly for after-hour events; the staff was asked to resolve this issue. Mr. Cieslak stated that bidding should take plan in April; he envisions 2 meetings with the planning committee. He will be on the March agenda for Salem Township.

**G. Friends of the Library Report**  
Report submitted and filed.

**H. Financial Report**

**Acceptance for the January 2018 Financial Report**

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

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

Motion to approve Pay #1, & 2 (calendar), fiscal Pay#14 & 15 was made by J. Quigly, seconded by D. McNeill. Motion carried unanimously.

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

Motion to approve checks 15651-15680 and credit card purchases was made by J. Salvatore, seconded by D. Mroz. 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:  
Upcoming meeting on March 6.
- Facilities Committee:  
See Agenda items.
- Policy Committee:  
See Agenda Items.
- Budget Committee:  
D. McNeill reported there is not a requirement for a referendum as part of the bond process. After discussion Mr. McNeill will convey to Clark Hill PLC that it is necessary to have the finalized document (that is relevant to the action we have to take, total bond amount \$900,000) in March. David talked to MFCI and we should be funded within three weeks once they are given the ok to proceed. David will also inquire about the feasibility of 15 or 20 year bonds. He will also contact Mr. Cieslak regarding a draw schedule for payments.

David reported the Budget Meetings will convene at 1 p.m. on the Mondays preceding the board meeting.

- Long Range Planning  
J. Salvatore reported the LRP committee met and used Bolan's worksheet as a foundation for a new strategic plan. The focus of the plan is:
  - Facility - To develop a children's addition that engages community youth and literacy, technology, and learning.
  - Technology – to enhance the SSLDL website and technology resources to meet community needs.
  - Programs & Services – to provide innovative programs and services that engage new and current users and to foster life-long learning.
  - Community Awareness & Involvement – to facilitate effective conversations with community partners that lead to greater Library involvement.

In addition the strategic plan will have a financial component added. The committee will meet again in March.

- Professional Development  
Agenda item.

**N. Correspondence & Communications**

1. Letters of support of grant.
2. Mila Meyers Local Government Law Bulletin – February 2018.

**O. Old Business**

1. Shaw Contract

Covered in prior agenda item.

2. Policies:

Motion to approve Policy 300 Organization Structure (with addition of Interns) made by J. Bernardino; seconded by D. Mroz. Motion carried unanimously.

Motion to approve Policy 600 Trustee By-laws made by D. McNeill, seconded by J. Salvatore. Motion carried unanimously.

3. Review Director's Goals & Objectives  
Reviewed all goals.

**P. New Business**

**Q. Board Comments**

J. Quigly thanked all participants for their work. J. Salvatore shared that his department at the U of M recently sponsored a viewing of "Angst" and wondered if the Library would be interested. Pres. Hamilton thanked J. Salvatore for his exceptional work on the Long Range Planning Committee. J. Bernardino gave kudos to the staff, board and patrons for exerting a positive influence in the community. ee.

**R. Adjournment:**

The meeting was adjourned at 8:44 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 February 26, 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