

SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Draft minutes of Regular Meeting
Monday, May 22, 2017

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

Draft Minutes of the Regular Meeting of May 22, 2017.

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 of Merritt Cieslak Design
Dee Fracassi Salem Resident
L. Gerhardt, PR Dept.
J. Hesselgrave, Head of Adult Services
E. Isotalo, CSR & IDC
K. Merucci, Head of Youth Services
M. Podsiad, Representative Friends of the SSLDL
K. Yergin, CSR & IDC/Staff Rep.

B. Approval of Agenda:

The motion to approve the agenda was made by J. Salvatore, seconded by D. McNeill. Motion carried unanimously.

C. Approval of Past Minutes:

Motion to approve the minutes from the April 24, 2017 Regular Board Meeting was made by J. Quigly, seconded by D. McNeill. Motion carried unanimously.

D. Introduction of Guests
Donna Olson introduced the guests.

E. Public Comment
None.

F. 1. Ron Cieslak

i. Easement Clarification for Expansion

Mr. Cieslak contacted AT&T regarding the easement; AT&T requested that we not disturb their lines. Mr. Cieslak didn't foresee a problem with this.

ii. Master Plan

Ron presented the Master Plan document with phases 1-6. After much discussion:

Phase 1: currently under construction

Phase 2: consider additional restrooms

Phase 2A (now called Option 2A) modification: The board asked for separate costs for this option. Verify square footage of exiting teen space and new proposed teen space identified in Option 3A.

Phase 3: re-designate the "Group Study Rooms" as "Additional Space".

Phase 4: delete.

Phase 5: reconfigure office space replacing expansion of PR coordinator's office.

Phase 6: Incorporate parking into Phase 2 or Phase2A (now called Option 2A).

The board asked for the possibility of additional rest rooms.

Recess: Pres. Hamilton called a recess for 15 minutes; the meeting resume at 8:09 pm.

2. Lindsay Gerhardt

Lindsay provided an update on various public relations projects including the SRP video show in the South Lyon Community Schools, the upcoming mailer and various posters, and the Facebook Live events planned for June.

Lindsay and Tyson have been working on an updated sign (located in the brick paver/garden section) displaying library hours with the bottom portion of the sign programmable to display open/closed status. This sign would be a gift from the Friends of the Library. The estimated cost of the sign is \$4,588.00 with additional costs for electrical work. Pres. Hamilton advised the sign must be complaint with the current township sign ordinance; L. Gerhardt will update next month on status of compliance.

G. Resolution to approve the 2017-2018 budget and tax levy.

J. Salvatore motioned to adopt the 2017-2018 budget A. Randall-Ray seconded.
Pres. Hamilton called for a roll call vote. A. Randall-Ray called the roll:

- J. Quigly: Yes;
- J. Salvatore: Yes;

- D. McNeill: Yes;

- D. Mroz: Yes;

- A. Randall-Ray: Yes;

- L. Hamilton: Yes;

- J. Bernardino: Yes.

D. Mroz motioned to approve the tax levy; J. Salvatore seconded. Pres. Hamilton called for a roll call vote. A. Randall-Ray called the roll:

- J. Quigly: Yes;
- J. Salvatore: Yes;

- D. McNeill: Yes;

- D. Mroz: Yes;

- A. Randall-Ray: Yes;

- L. Hamilton: Yes;

- J. Bernardino: Yes.

H. Friends of the Library Report

Mary Podsiad reported the Friends' are looking for an additional board member due to the upcoming vacancy of Pres. Jean Schneider. The Friends will be celebrating their 55 year anniversary on Sunday, September 10. The Friends Club for Kids recently purchased a bearded dragon for the Youth Department. President Hamilton thanked the Friends for their contributions to the library; Jim Quigly thanked the gardeners for the hard work.

I. Financial Report

1. Acceptance for April 2017 Financial Report

Motion to accept the financial statements from April 2017 was made by J. Salvatore, seconded by A. Randall-Ray. Motion carried unanimously.

J. Approval for Payroll Report for April 2017

Acceptance for April 2017 Financial Report.

Motion to approve Pay# 7 &8 (calendar), fiscal Pay#21 & 22 was made by D. McNeill, seconded by J. Quigly. Motion carried unanimously.

Board review of Bills and Credit Card Purchases for April 2017.

Motion to approve checks 15379-15400 and credit card purchases was made by J. Bernardino, seconded by D. Mroz. Motion carried unanimously.

K. Director Report

D. Olson reported on Youth & Teen and conversations with South Lyon Community Schools.

L. Staff Reports:

Public Relations Report

Presented earlier on the agenda.

Property Manager Report

Submitted for board review and filed.

M. Committee Reports:

- Advocacy/Fundraising:
D. Mroz will be meeting with Arbor Hills on Wednesday, May 24 regarding the continued partnership for our annual appeal.
- Facilities Committee:
R. Cieslak presented.
- Policy Committee:
No update.
- Budget Committee:
Agenda items.
- Long Range Planning
No update.
- Professional Development
No update.

N. Correspondence & Communications

1. TLN Bits and Pieces

O. Old Business

1. Huntington Bank – Prepayment of Loan Update
It is necessary to investigate the process for securing funding for the upcoming expansion. D. McNeill to investigate the specifics.
2. 1948 Easement Update
Prior agenda item.
3. Director’s Goals, Objectives & MERS Update

J. Salvatore asked for further elaboration on Goal#3 “Broaden SSLDL’s Community Awareness”.

P. New Business

1. Ron Cieslak – Children’s Expansion Master Plan
Tabled to June meeting.

2. Non-Motorized Transit Path
Salem Township is currently conducting a study on a non-motorized path to proceed along Pontiac Trail which will originate from Ann Arbor and ultimately connect to the Rail/Trails pathway. After discussion, President Hamilton will attend the Salem Township meeting to represent the library and to express the library’s desire for the path to not intersect with the SSLDL’s new digital sign.

3. Large Gift From the Friends
Prior Agenda Item under the Public Relations Report.

4. Employee Job Descriptions
Discussion of requirements for Assistant Director and Director Positions. The question was raised how the state would view an AD (without a MLS degree) in the case where the director took an extended leave. Also discussion on the ramifications of an AD (without a MLS degree) and the organizational flow chart.

Q. Board Comments

D. Mroz, J. Salvatore thanked the Budget Committee. Pres. Hamilton felt we had a very good discussion with Mr. Cieslak on the building expansion. A. Randall-Ray notified the Board she would not be available to attend the next board meeting in person; she would like to attend remotely.

R. Adjournment:

The meeting was adjourned at 9:23 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 May 22, 2017, 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