

SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, June 26, 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 June 26, 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, J. Bernardino, J. Quigly, J. Salvatore, Director Olson, and Recording Secretary K. Hutchinson.

Visitors: D. Beaver, Head of Adult Services
J. Kaiser, Vice-President of the Friends
K. Schiller, Staff Rep
L. Kimmell, CSR

B. Approval of Agenda:

J. Salvatore motioned to allow A. Randall-Ray to attend the meeting remotely; D. McNeill seconded the motion. The motion carried unanimously. D. McNeill motioned to add to New Business: Item 1. Budget Amendment . The motion to approve the agenda was made by D. McNeill, seconded by J. Salvatore. Motion carried unanimously.

C. Approval of Draft Minutes from Special Meeting:

Motion to approve the minutes from the May 22, 2017 Special Board Meeting was made by J. Bernardino, seconded by J. Salvatore. Motion carried unanimously.

D. Approval of Draft Minutes from Regular Meeting

Motion to approve the draft minutes from the May 22, 2017 Regular Meeting was made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.

E. Introduction of Guests

Donna Olson introduced the guests.

F. Public Comment

1. Sunday Hours Survey

Dee Beaver, head of Youth Services presented findings from the survey. The survey determined that Saturday has the highest number of patrons per hour followed by Sunday, and then Friday.

Pres. Hamilton suggested that next year we look at Friday and Saturday operating hours.

G. Friends of the Library Report

J. Kasier reported on the upcoming 50's birthday celebration of the Friends. The event promises to have varied 50's themed activities and will feature a musical appearance of Steve King and the Dittlies.

H. Financial Report

Acceptance for May 2017 Financial Report

Motion to accept the financial statements from May 2017 was made by J. Quigly, seconded by J. Salvatore. Motion carried unanimously.

I. Approval for Payroll Report & Board Review of Bills and Credit Purchases for May 2017

Motion to approve Pay #9 & 10 (calendar), fiscal Pay#23 & 24 was made by J. Bernardino, seconded by A. Randall-Ray. Motion carried unanimously.

Motion to approve checks 15401-15427 and credit card purchases was made by D. McNeill, seconded by J. Salvatore. Motion carried unanimously.

J. Director Report

D. Olson reported on new faces filling the vacancies in Technology and Adult departments.

Director Olson invited Dee to report on the success of the Touch-A-Truck program and the new Storywalk.

K. Staff Reports:

Property Manager Report
Submitted for board review and filed.

L. Committee Reports:

- Advocacy/Fundraising:
D. Mroz is waiting for Arbor Hills to make a decision regarding their continued partnership for our annual appeal.
- Facilities Committee:
Agenda item (Old Business).
- Policy Committee:
No update.
- Budget Committee:
Agenda items.
- Long Range Planning
No update.
- Professional Development
No update.

M. Correspondence & Communications

1. TLN Bits and Pieces
2. Clare Membiela, library law consultant, provided information and opinion regarding the requirement for an MLIS for the position of director, assistant

director for a Class IV Library. Temporary waivers can be applied for in certain circumstances.

3. SSLDL Board of Trustees email issue. Pres. Hamilton and D. McNeill shared information regarding a recent issue where someone tried to copy their emails in an attempt to obtain payment.

O. Old Business

1. Facilities Master Plan (Parts A & B)

After much discussion, J. Bernardino motioned to set aside the adoption of the master plan and move forward with our priorities of the children's expansion and parking lot improvements. D. Mroz seconded the motion. The motion carried unanimously.

Amy Randall Ray motioned to ask for a proposal from Mr. Cieslak to become the architect of record and submit a proposal for the children's expansion and parking lot improvements. J. Salvatore seconded the motion. The motion carried unanimously.

2. Loan Update:

Huntington Bank : 3.05% interest rate (750,000 loan) with a 10 year term/prepayment penalty before 7 years.

North Star Bank: During construction: variable rate equal to Prime minus ½% with a minimum interest rate of 3.75%. At term out: fixed rate at closing equal to the 10 year Federal Home Loan Bank Rate plus 2.5% time 66% (passing the tax exempt savings onto you). Example: today's 10 year FHLB rates is 2.81%: $2.81\% + 2.5\% = 5.31\% \times .66 = 3.5\%$ fixed rate.

PNC: 4 – 5.75% Ten Year straight term (they are required to give a range of values).

3. Restroom Update

Remediation will continue on the bathroom tile as well as a change order for more lighting.

4. MERS Update

Tara Tyler from the Municipal Employees' Retirement System of Michigan will attend the next staff meeting on Friday, July 14 to present plan benefits as well as to answer any questions.

5. Non-Motorized Transit Path.
Salem Township is not moving forward with the proposal.

6. Large Gift from the Friends
The additional signage displaying library hours is no longer a viable project due to Salem Township's ordinances.
Pres. Hamilton advised Director Olson to work with the Friends on a long term project in conjunction with the expansion.

O. New Business

1. Budget Amendment

David McNeill motioned to decrease (536) Facilities & Equipment by \$20,000.00 and to increase (505) Library Materials by \$10,000.00 and increase (585) Service Fees & Expenditures by \$10,000.00. J. Quigly seconded the motion. The motion carried unanimously.

2. Audit Engagement Letter

D. McNeill motioned to authorize the engagement of Plante Moran for the amount of \$9,200 for the audit of the fiscal year ending June 30, 2017. J. Salvatore seconded the motion. The motion carried unanimously.

P. Board Comments

A. Randall-Ray expressed her thanks for the opportunity to attend remotely. J. Quigly expressed his thanks for allowing to voice his opinions. D. Mroz thanked Donna for keeping the library running smoothly. Pres. Hamilton was impressed with Dee's presentation and thanked the board for their commitment.

Q. Adjournment:

The meeting was adjourned at 9:12 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 June 26, 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