

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF  
TRUSTEES**

**Draft minutes of Regular Meeting**

**Monday, January 2, 2017**

President: Deborah Mroz

Vice-President: Linda Hamilton

Treasurer: W. David McNeill

Secretary: Amy Randall-Ray

At large: J. Quigly, J. Salvatore, J. Bernardino (new trustee)

Director: Donna Olson (Interim)

Draft Minutes of the Regular Meeting of January 2, 2017.

**A. Call meeting to order and verify quorum.**

President Mroz called the meeting to order at 7:05 PM in the meeting room of the Salem-South Lyon District Library. Present: Mroz, Hamilton, McNeill, Quigly, Salvatore, J. Bernardino (newly elected trustee), Interim Director Olson, and Recording Secretary K. Hutchinson.

Absent: A. Randall-Ray

Note: Even though D.Wensley (Salem Clerk) was unavailable to officially swear in the trustees, it was determined that a valid quorum was present since L. Hamilton and J. Salvatore had been sworn in during their previous term and they continue to hold office.

Visitors: Janet Kaiser, Vice-President of the Friends

Kathy Merucci, Head of Youth & Teen Services (Staff Rep.)

Tyson Mock, Head of IT

Dee Beaver, Youth Librarian

**B. Approval of Agenda:**

Motion to approve the agenda was made by L. Hamilton, seconded by D. McNeill.

Motion carried unanimously.

**C. Election of Officers:**

L. Hamilton nominated Amy Randall-Ray for secretary, D. McNeill seconded. L.

Hamilton nominated David McNeill for treasurer, J. Quigly seconded. Janet

Bernardino nominated L. Hamilton for president, J. Salvatore seconded. L. Hamilton

nominated D. Mroz for vice-president, J. Quigly seconded. Vote was unanimous.

**D. Approval of Past Minutes:**

Motion to approve the minutes from the November 28, 2016 Regular Board Meeting was made by D. McNeill, seconded by J. Salvatore. Motion carried unanimously.

**E. Introduction of Guests.**

Donna Olson introduced guests.

**F. Public Comment:**

None.

**G. Friends of the Library Report**

Janet Kaiser reported the book sales for the fiscal year totaled \$20,731.91 with Amazon book sales totaling \$5,721.00 Janet is recommending that the requested wish list from the library be tabled until more information is gathered in conjunction with the strategic plan. The Little Friends received the 2016 Library of Michigan Literacy Award from the Michigan Center for the Book. Only one of these Library of Congress Literacy awards are given in each state. The award comes with a certificate and a \$1,000 check for the Little Friends. The celebration of this award will be on Saturday, January 21 in the meeting room. Upcoming 2017 Friends Board Meeting dates are: January 12, March 9, May 11, July 13, September 14, and November 9. D. Mroz will attend the upcoming Thursday, January 12<sup>th</sup> date.

**H. Financial Report**

Acceptance for November 2016 Financial Report.

D. McNeill presented the financial reports. Motion to accept the financial statements from November 2016 was made by J. Quigly, seconded by D. Mroz. Motion carried unanimously.

**I. Payroll Report for November 2016.**

Motion to approve Pay# 22 & 23 (calendar), fiscal Pay# 10 & 11 was made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

**J. Board review of Bills and Credit Card Purchases for November 2016.**

Motion to approve checks 15228-15251 and credit card purchases was made by J. Bernardino, seconded by D. McNeill. Motion carried unanimously.

**K. Director Report**

D. Olson's report was reviewed and filed.

**L. Staff Reports:**

Technology Report

Tyson reported on the SSLDL website updates. He also talked about virtual reality and the first generation equipment that is available today. Pres. Hamilton asked for a presentation for the January 30<sup>th</sup> meeting.

Public Relations Report

Submitted for board review and filed.

Adult Services Report

Submitted for board review and filed.

Youth Services Report

Submitted for board review and filed.

Property Manager Report

Submitted for board review and filed.

**M. Committee Reports:**

- Advocacy/Fundraising:  
D. Mroz reported the receipt of \$1500 from Quadrants for the matching brick campaign. Arnet's Monuments have sold their family business; Debbie will be looking at other vendors to fill our brick orders.
- Professional Development:  
Nothing to report.
- Long Range Planning:  
Agenda item for January 30.
- Facilities Committee:  
Prior referenced items.
- Policy Committee:  
Nothing to report.
- Budget Committee:

Upcoming new budget work in coming months.

**N. Correspondence & Communications**

**O. Old Business**

1. Update of Insurance for Little Free Library  
A resolution is needed for the next board meeting; verification of specific language is required in order for the city to assume liability for the structure and contents. Interim Director Olson will check with the city regarding the required language for the resolution.
  
2. Public restroom renovation  
The revised language for the renovation bid was omitted from the prior service proposal. Pres. Hamilton will contact Mr. Cieslak.
  
3. Status of Director Applications  
D. Mroz, chair of the Director Search Subcommittee reported 2 applications have been received since the 12/02/2016 job posting. Tyson was asked to repost the position on the TLN website. The board authorized the committee to extend posting time if necessary and to use their discretion to post to other employment websites to reach a greater audience. K. Merucci noted that many times in the library community applicants wait until the last minute to submit their applications so we may see additional applications by the January 13<sup>th</sup> deadline.

**P. New Business**

1. Motion to approve First Merit Bank, Chase Bank, PNC, Comerica and Flagstar as the official banks of the library was made by J. Bernardino, seconded by D. McNeill. 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 current mission, goal and objectives was made by D. Mroz, seconded by J. Quigly. Motion carried unanimously.
4. Motion to approve appointments of Trustees to the same committees as last year with the addition of J. Bernardino to the Budget and Professional Development Committees was made by L. Hamilton, seconded by D. Mroz. Motion carried unanimously. Committee membership is as follows:
  - Advocacy/Fundraising:
    - D. Mroz (chair)
    - A. Randall-Ray
    - D. Olson (Interim Director)
    - C. Fellows
    - L. Gerhardt
    - A. Hart
    - M. Potsiad
    - K. Weber
  - Budget
    - D. McNeill (chair)
    - J. Bernardino (new)
    - J. Quigly
    - D. Olson (Interim Director)
    - K. Hutchinson
  - Policy
    - A. Randall-Ray (chair)
    - D. McNeill
    - J. Salvatore
    - D. Olson (Interim Director)
  - Professional Development
    - Hamilton (chair)
    - J. Bernardino (new)
    - D. Mroz
    - J. Salvatore
    - D. Olson (Interim Director)
  - Facilities

- Hamilton (chair)
- A. Hughes
- D. Olson (Interim Director)
- K. Weber
- A. Bongero
  
- Long Range Planning
  - J. Salvatore (chair)
  - L. Hamilton
  - D. Mroz
  - D. Olson (Interim Director)
  - K. Weber

Motion to approve the following Board Meeting dates & Holiday Closure Dates was made by J. Quigly, seconded by J. Salvatore:

Board Meetings for 2017:

January 30	July 31
February 27	August 28
March 27	September 25
April 24	October 30
May 22	November 27
June 26	January 8, 2018

Library Closure Dates for 2017:

Sunday, April 16 (Easter)  
 Sunday, May 14 (Mother's Day)  
 Saturday, May 27-Monday, May 29 (Memorial Day)  
 Sundays: (June 18-September 3)  
 Monday, July 3- Tuesday, July 4 (Independence Day)  
 Saturday, September 2-Monday, September 4 (Labor Day)  
 Wednesday, November 22 – Close at 6 p.m.  
 Thursday, November 23-Sunday, November 26 (Thanksgiving)  
 Sunday, December 24 – Tuesday, December 26 (Christmas)  
 Sunday, December 31 – Monday, January 1, 2018 (New Year's)

**Q. Board Comments**

J. Quigly asked that we send a thank you note to Larry Petroskey on behalf of all board members for his service. K. Hutchinson volunteered to get a card.

D. Mroz thanked the staff for their great work; the library continues to run smoothly.

**R. Adjournment:**

The meeting was adjourned at 8:20 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 2, 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

Reviewed for submission by A. Randall-Ray, Library Board Secretary