

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES**  
**Minutes of Regular Meeting**  
**Monday, January 4, 2016**

President: Deborah Mroz  
Vice-President: Linda Hamilton  
Treasurer: W. David McNeill  
Secretary: Amy Randall-Ray  
At large: L. Petroskey, J. Quigly, J. Salvatore  
Director: Doreen Hannon

Minutes of the Regular Meeting of January 4, 2016.

A. Call meeting to order and verify quorum.

President Mroz called the meeting to order at 7:01 PM in the meeting room of the Salem-South Lyon District Library. Present: Hamilton, Mroz, Petroskey, Quigly, Randall-Ray, Salvatore, Director Hannon, Recording Secretary K. Hutchinson. Absent: McNeill.

Visitors: Caryn Bartone, Head of Youth Services  
Agnes Bongero, Trustee of the Friends of the Library  
Janet Kaiser, Vice-President of the Friends of the Library  
Donna Olson, Head of Adult Services.  
Patti Davies\*, Liaison of the customer service representatives.  
Jean Benedict, Technical Services specialist.  
Karen Schiller, Liaison of Technical Services.  
Rob Cullin from Kimberly Bolan & Associates.

\*designated staff rep

B. Election of officers/Board Member Commitment to Serve:

Mr. Quigly expressed his opinion that he finds the commitment to serve paperwork insulting and refused to sign.

L. Hamilton nominated the current 2015 slate of board office holders for the 2016 calendar year, J. Salvatore seconded. The motion carried unanimously.

2016 Officers will be: D. Mroz, President  
L. Hamilton, Vice-President  
D. McNeill, Treasurer  
A. Randall-Ray, Secretary

C. Approval of Agenda:

L. Hamilton motioned to approve the agenda, J. Salvatore seconded. Motion carried unanimously.

- D. Approval of Past Minutes:  
Motion to approve the minutes from the November 30 Regular Board Meeting was made by L. Hamilton and seconded by J. Quigly. Motion carried unanimously.
- E. Introduction of guests.  
D. Hannon introduced the visitors.
- F. Public Comment:  
None.
- G. Friends of the Library Report:  
Janet reported the results of the recent election: President: Jean Schneider, Vice President: Janet Kaiser, Secretary: Rachael Perry Showerman, Treasurer: Joe Kofta. Karen Weber has been working with Joe to transition to treasurer for the following year. Meetings will be in January, March, May, July, September & November occurring on the 2<sup>nd</sup> Thursday of the month.

Memo: Board representatives for attendance at Friend of the Library Meetings in 2016

January 14: Joe Salvatore

March 10: Jim Quigly

May 12: Larry Petroskey

July 14: David McNeill

Sept. 8: Amy Randall-Ray

Nov. 10: Linda Hamilton

- H. Strategic Plan presented by Kimberly Bolan & Associates:  
L. Petroskey motioned to approve the 2 page amended strategic plan document as conceptual framework for the accompanying detailed work plan with the following revised Evaluation & Collaboration paragraph:

Evaluation & Collaboration

With the goal of potentially achieving all outlined goals over the next three years, SSLDL administration, staff, and board of trustees will regularly evaluate their progress and achievements. Objectives set forth in this plan may be accomplished and may be reviewed on a periodic basis at SSLDL board meetings. This process emphasizes that the resulting plan will be iterative and evolve over the next several years. A companion work plan that outlines a more detailed level of the plan will exist.

J. Salvatore seconded the motion, and Pres. Mroz called for a roll call vote.

- o L. Hamilton: yes

- A. Randall-Ray: yes
- L. Petroskey: yes
- J. Salvatore: yes
- D. Mroz: yes
- J. Quigly: no.

The motion carried.

I. Financial Report

L. Petroskey presented the November 2015 financial report. L. Hamilton asked that we contact the Plante Moran auditors on the handling of disbursements for the HVAC project. Motion to accept the financial statements was made by L. Hamilton, seconded by A. Randall-Ray. Motion carried unanimously.

J. Payroll Report for November 2015.

Motion to approve Pay 23 & 24 was made by L. Hamilton, seconded by A. Randall-Ray. Motion carried unanimously.

K. Board review of Bills and Credit Card Purchases for November 2015.

Motion to approve checks 14802-14838, and credit card purchases was made by L. Hamilton, seconded by A. Randall-Ray. Motion carried unanimously.

L. Director Report

D. Hannon's report was reviewed and filed.

M. Staff Reports:

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.

N. Committee Reports:

- Advocacy/Fundraising:  
Euchre Event: February 12, 2016.
- Professional Development:  
Nothing to report.
- Long Range Planning:  
Nothing to report.
- Facilities Committee:  
Nothing to report.
- Policy Committee:  
Nothing to report.
- Budget Committee:  
Benefits package and compensation discussion.

O. Correspondence & Communications:  
Nothing to report.

P. Old Business:  
Nothing to report.

Q. New Business:

1. Motion to approve First Merit, and Comerica Bank as the official banks of the library was made by L. Hamilton, seconded by J. Quigly. Motion carried unanimously.
2. Motion to approve the South Lyon Herald as the official newspaper of the library was made by L. Hamilton, seconded by J. Quigly. Motion carried unanimously.
3. Motion to approve the following Board meeting dates and Holiday closure dates:

Board Meetings for 2016:

January 25	July 25
February 29	August 29
March 28	September 26
April 25	October 24
May 23 at 6:30	November 28
June 27	January 2, 2017

Library Closure Dates for 2016:

Saturday, May 28 – Monday, May 30<sup>th</sup> (Memorial Day)  
Saturday, July 2 - Monday, July 4<sup>th</sup> (Independence Day)  
Saturday, September 3 – Monday, September 5<sup>th</sup> (Labor Day)  
Wednesday, November 23 – Close at 6 p.m.  
Thursday, November 24 – Friday, November 25 (Thanksgiving)  
Saturday, December 24 (Christmas)  
Saturday, December 31 (New Year's)

Motion was made by L. Hamilton, seconded by J. Quigly. Motion carried unanimously.

4. Review mission, goals, and objective.  
Reviewed in conjunction with Strategic Plan discussion. (Prior agenda item.)
  
  5. Appointments for Committees.  
No movement on committee members from 2015. It was recommended that we designate a chairperson for each committee who will be responsible for establishing a meeting date (when required), agenda, and any corresponding meeting minutes (if required):
    - Budget chairperson: David McNeill
    - Facilities chairperson: Linda Hamilton
    - Long Range Planning chairperson: Joe Salvatore
    - Policy co-chairpersons: David McNeill, Amy Randall-Ray
    - Professional Development chairperson: Linda Hamilton
    - Advocacy/Fundraising chairperson: Deborah Mroz
  
  6. Director review 2015 and goals 2016  
President Mroz discussed Director Hannon's review.  
Doreen outlined and discussed her 2016 goals. L. Petroskey motioned to approve the performance goals & objectives of the director with the condition that some items are predicated on future board approval. J. Salvatore seconded. Motion approved unanimously.
  
  7. Celebration committee – paying off bond debt in May 2016.  
Debbie Mroz and Amy Randall-Ray volunteered to assist.
- R. Board Comments:  
J. Salvatore stated that the effort Doreen puts into the library is very special and he is very appreciative of this effort. President Mroz agreed with Joe that Doreen continues to accomplish amazing things here. J. Quigly is impressed with the freedom Doreen allows the staff which exhibits itself in their creativity.

S.     Adjournment:  
      The meeting was adjourned at 9:10 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 4, 2016, 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