

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, January 25, 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 25, 2016.

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: Hamilton, McNeill, Mroz, Petroskey, Quigly, Randall-Ray, Salvatore, Director Hannon, Recording Secretary K. Hutchinson.

Visitors: Jean Benedict, Technical Services specialist.
* Karen Schiller, Liaison of Technical Services.
Renaé Bowers, Customer Service specialist
Eric Isotola, Customer Service specialist
Tyson Mock, Head of IT
The Hannon Family

*designated staff rep

B. Approval of Agenda:

D. Mroz motioned to add under New Business: Item#1: Doreen Hannon Honorarium, Item#2 Strategic Plan. L. Hamilton motioned to approve the agenda with additions, D. McNeill seconded. Motion carried unanimously.

C. Approval of Past Minutes:

Motion to approve the minutes from the January 4 Regular Board Meeting was made by L. Hamilton and seconded by Amy Randall-Ray. Motion carried unanimously.

D. Introduction of guests.

D. Hannon introduced the visitors.

E. Public Comment:

None.

- F. Honorarium for Doreen
David McNeill recognized Doreen in honor of her 20th year of service to the SSLDL with the following motion:

The great Roman orator, Cicero, observed, “If you have a garden and a library, You have everything you need.”

I would humbly add that you need someone to care for both.

I move that the reading garden be henceforth known as

“The Doreen S. Hannon Reading Garden” in recognition of her 20 years (and counting) of leading the Salem-South Lyon District Library with quiet grace and dedicate passion and vision to develop into a truly remarkable place, a peaceful haven, a gateway to the miracles and wonders of the world. Through her direction, the library has become a place for our community to gather, share, and grow.

Thank you Doreen, for not only displaying these qualities on a personal level, but for training and inspiring a team that shares the same commitment.

L. Hamilton seconded the motion, and the motion carried unanimously.

- G. Friends of the Library Report:
Rachael Perry Showerman was unable to attend. The report is included in the board packet.

- H. Financial Report

1. D. McNeill presented the December 2015 financial report. Motion to accept the financial statements was made by L. Hamilton, seconded by J. Quigly. Motion carried unanimously.

2. Discussion of correspondence from Plante Moran regarding budget amendments and capital projects fund. The capital project fund is not a budget item and a separate accounting should be kept for the expenditures. The best practice for budget amendments would be to make them before an expenditure is made. However, this is not always possible. As long as all of the budget amendments are made by the close of our budget year on June 30, and the library is not over budget, there will be no audit impact.

- I. Payroll Report for December 2015.
Motion to approve Pay 25, 26, & 27 was made by L. Hamilton, seconded by D. McNeill. Motion carried unanimously.

- J. Board review of Bills and Credit Card Purchases for December 2015.
Motion to approve checks 14839-14876, and credit card purchases was made by L. Hamilton, seconded by A. Randall-Ray. Motion carried unanimously.

- K. Director Report
D. Hannon's report was reviewed and filed. Doreen received additional information on the balancing of air flow within the library performed by JCI. The cost to wrap and seal existing duct work will cost an additional \$4,200.
- L. 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.
- M. Committee Reports:
- Advocacy/Fundraising:
Euchre Event: February 12, 2016.
 - Professional Development:
Nothing to report.
 - Long Range Planning:
Nothing to report.
 - Facilities Committee:
L. Hamilton will contact Dale Converse regarding the possibility of partnering with the Washtenaw County Road Commission for cost-sharing of a future bypass turn lane for the library. Linda will contact Doreen if Dale will be able to attend the February meeting. J. Salvatore will contact the city of South Lyon regarding the same and invite a city council rep to our February meeting as well.
 - Policy Committee:
Nothing to report.
 - Budget Committee:
Preliminary 2016/2017 budget in February.
- N. Correspondence & Communications:

L. Hamilton noted the JCI bill included sales tax. A sales tax exemption certificate has been filed and the item has been corrected.

O. Old Business:

Senate Bill 0571 Informational update on the legislation barring libraries from spending public funds about local ballot proposals 60 days before an election

P. New Business:

1. Strategic Plan

Staff is charged with prioritizing and developing a timeline for implementation of strategic plan which can be presented to the budget committee and Board for consideration. Concurrently, capital project items that need to be addressed in the near future include: renovation of public restrooms, re-working the existing front doors, and a new digital road sign.

Q. Board Comments:

J. Salvatore stated that his family visited the library last week and the staff was very kind to his children. Amy Randall-Ray commented her family visited the library with the SLEast robotics team and the staff was wonderful.

S. Adjournment:

The meeting was adjourned at 8:30 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 25, 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