

SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, January 30, 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 (Interim)

Minutes of the Regular Meeting of January 30, 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, A. Randall-Ray, J. Bernardino, J. Quigly, J. Salvatore, Interim Director Olson, and Recording Secretary K. Hutchinson.

Absent: D. McNeill

Visitors: Ron Cieslak from Merritt Cieslak Design
Dee Beaver, Youth Librarian
Lindsay Gerhardt, Staff Rep
Jessica Hesselgrave, Head of Adult Services (Interim)
Eric Isotala, Information Desk Clerk & Customer Service Rep
Tyson Mock, Head of IT
Rachael Terry, Teen Librarian

B. Approval of Agenda:

Motion to approve the agenda with the change of T. Mock's Technology presentation and Mr. Cieslak's presentation moved to Public Comment was made by J. Quigly, seconded by A. Randall-Ray. Motion carried unanimously.

C. Approval of Past Minutes:

Motion to approve the minutes as amended from the January 2, 2017 Regular Board Meeting was made by J. Salvatore, seconded by J. Quigly.

D. Introduction of Guests:

Donna Olson introduced the guests.

E. Public Comment:

1. Tyson presented technology initiatives for 2017.

- Establish partnerships and build relationships
- Modernize audio/video
- Redesign website
- Transform computer lab space
- Experiment with emerging technologies

L. Hamilton would like Tyson to present to the budget committee his ideas with specific costs as well as developing a plan to staff a lab for emerging technology needs.

2. Ron Cieslak presented the construction documents for the restroom renovation. Clarification of bathroom amenities: 2 hand dryers (Not Dyson) and 2 new vanities with Corian, phenoloic ceiling-hung toilet partitions which would require structural beam placement to provide for the weight of the partitions. Additional quotes to include: floor mounted toilet partitions, sensor activated sink fixtures and toilets, soap dispensers. Mr. Cieslak will also provide battery operated vs hard wiring cost estimates.
Mr. Ciselak will drop off tile samples so he will be able to proceed with a quote after decisions are made on tile options.

J. Quigly motioned to authorize the facilities committee to convene in order to move forward with the restroom renovation as part of the facilities master plan.
A. Randall Ray seconded the motion. The motion passed unanimously.

3. Mr. Cieslak reviewed the priorities of potential areas of improvement for the library. After discussion the top six potential areas for improvements are:

- Youth Services
- Renovate Adult and Teen
- Group Study Rooms
- Additional Meeting Space
- Expand Quiet Reading Area
- Maker Space

D. Mroz motioned to forward the metrics on the improvements to Mr. Cieslak in order for the library to move forward. J. Salvatore seconded. The motion passed unanimously.

F. Friends of the Library Report

Submitted for board review and filed.

G. Financial Report

Acceptance for December 2016 Financial Report.

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

H. Payroll Report for December 2016

Acceptance for December 2016 Financial Report.

Motion to approve Pay# 24, 25 & 26 (calendar), fiscal Pay#12, 13 & 14 was made by A. Randall-Ray, seconded by J. Salvatore. Motion carried unanimously.

I. Board review of Bills and Credit Card Purchases for December 2016.

Motion to approve checks 15252-15281 and credit card purchases was made by J. Salvatore, seconded by D. Mroz. Motion carried unanimously.

J. Director Report

D. Olson shared pictures of the Little Friends' awards ceremony, and the Storybook Walk on Sunday, January 29.

K. Staff Reports:

Technology Report

Presented earlier in the 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.

L. Committee Reports:

- Advocacy/Fundraising:
D. Mroz reported Inch Memorial is now providing bricks for the ongoing brick campaign. The next Advocacy meeting is Tuesday, January 31 at 10 a.m.
- Long Range Planning:
Nothing to report.
- Facilities Committee:
Prior referenced items.
- Policy Committee:
Nothing to report.
- Budget Committee:
Upcoming new budget work in coming months.

M. Correspondence & Communications

N. Old Business

1. Update of Insurance for Little Free Library
J. Quigly motioned, and D. Mroz seconded to adopt the Resolution of the Board of Trustees, as follows:

The Library nor any groups associated have any ownership interest in the Little Free Library structure permanently anchored to and located at McHattie Park, South Lyon, Michigan.

In the alternative, the Library and any groups associated donate any and all interest in the Little Free Library structure permanently anchored to and located at McHattie Park, South Lyon, Michigan to the City of South Lyon.

The Library and any groups associated will maintain the books offered at the Little Free Library structure permanently anchored to and located at McHattie Park, South Lyon, Michigan to the City of South Lyon.

Pres. Hamilton asked for a roll call vote. A. Randall-Ray called the roll:

- J. Quigly: Yes;
- D. Mroz: Yes;
- J. Salvatore: Yes;
- J. Bernardino: Yes;
- L. Hamilton: Yes;
- A. Randall-Ray: Yes.

Motion carried.

2. Public restroom renovation

Moved to earlier agenda item to allow Mr. Cieslak to present before normal business proceedings.

3. Status of Director Applications

D. Mroz, chair of the Director Search Subcommittee reported on the January 26 committee meeting with 15 applications reviewed. Pres. Hamilton stated the committee is seated with the authority to make decisions. D. Mroz motioned to interview the following applicants: P. Braden, K. Irwin, L. Marble, and D. Olson and to determine the two best candidates for the February 27 board meeting. Pres. Hamilton called for a roll call vote. A. Randall-Ray called the roll:

- J. Quigly: No;
- J. Bernardino: No;
- J. Salvatore: Yes;
- D. Mroz: Yes;
- L. Hamilton: No;
- A. Randall-Ray: Yes.

Motion failed. Discussion followed regarding the importance of the director position as well as the availability of board trustees to be able to attend interviews

with conflicting schedules. After discussion, Pres. Hamilton revisited the prior motion and motioned to allow the subcommittee to interview the four named applicants and bring their recommendation for the two best candidates to the February 27 board meeting with the following qualifications: notify the board of interview dates and times, videotape the interview, and exclude Sunday as an interview day. A. Randall-Ray seconded the motion. Pres. Hamilton called for a roll call vote. A. Randall-Ray called the roll:

- D. Mroz: Yes;
- J. Quigly: No;
- J. Bernardino: No;
- J. Salvatore: Yes;
- A. Randall-Ray: Yes;
- L. Hamilton: Yes.

The motion carried. In addition, the board members can attend the interview process. D. Mroz asked the library staff to submit questions to the subcommittee for the interview process.

O. New Business

1. Review of Staff Comments and Board Priorities
Moved to earlier agenda item under Public Comment
2. Approval to JCI Preventative Maintenance Agreement 2017-18
D. Mroz motioned to approve the Planned Service Renewal Agreement (original new JCI equipment and the Mitsubishi heat pump system) for the annual sum of \$15,104.00 for the calendar year of 2017; seconded by A. Randall-Ray. Motion carried unanimously.
3. Friends of the Library Large Gift Donation
The staff is reviewing ideas; no determination has been made at this time.
meeting:

P. Board Comments

J. Salvatore thanked Tyson for the great report.

Q. Adjournment:

The meeting was adjourned at 9:35 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 30, 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