

**SALEM-SOUTH LYON DISTRICT LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes of Regular Meeting**  
**Monday, February 27, 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)

Draft Minutes of the Regular Meeting of February 27, 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, A. Randall-Ray, J. Quigly, J. Salvatore, Interim Director Olson, and Recording Secretary K. Hutchinson.

Absent: J. Bernardino

Visitors: Ron Cieslak from Merritt Cieslak Design  
Amber King, Friends Rep  
Patti Davies, Staff Rep  
Lindsay Gerhardt, Public Relations Coordinator  
Kathy Viecegli, Customer Service Rep  
Tyson Mock, Head of IT

**B. Approval of Agenda:**

Motion to approve the agenda was made by J. Salvatore, seconded by D. Mroz. Motion carried unanimously.

**C. Approval of Past Minutes:**

Motion to approve the minutes from the January 30, 2017 Regular Board Meeting was made by J. Quigly, seconded by D. Mroz. Motion carried unanimously.

**D. Introduction of Guests:**

Donna Olson introduced the guests.

**E. Presentation:**

Mr. Cieslak reported on progress of the bathroom renovations: bids are due Wednesday, March 1 at 2 p.m. He expects to get 3 bids.

Mr. Cieslak presented the Master Plan priorities with preliminary costs specific to each phase; he asked for additional financial input from the board. Pres. Hamilton asked the budget committee to refine the capital spreadsheet taking into account the last 5 years of funds that the library has been able to set aside for future capital projects and investigate other potential funding sources such as loans. L. Hamilton asked for additional information from Mr. Cieslak on the use of space within the library. D. Olson will report back with attendance numbers for large programs.

L. Hamilton proposed Tuesday, March 7 for a Special Meeting at 7 p.m. for the board to award the bid on the bathroom renovation. D. McNeill will be out of town but will attend thru remote access or by phone.

**F. Public Comment**

None

**G. Friends of the Library Report**

Amber King reported their last meeting took place on January 12. Upcoming Coral Sash fundraiser is March 16 from 5-9 p.m. The Friends Club is looking at buying a book bike with help from the bike shop. March 9<sup>th</sup> is the next meeting date.

**H. Financial Report**

**Acceptance for January 2017 Financial Report**

Motion to accept the financial statements from January 2017 was made by J. Quigly, seconded by A. Randall-Ray. Motion carried unanimously.

**I. Approval for Payroll Report for January 2017**

Acceptance for January 2017 Financial Report.  
Motion to approve Pay# 1 & 2 (calendar), fiscal Pay#15 & 16 was made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

**J. Board review of Bills and Credit Card Purchases for January 2017.**

Motion to approve checks 15282-15310 and credit card purchases was made by D. Mroz, seconded by J. Salvatore. Motion carried unanimously.

**K. Director Report**

D. Olson suggested staff monthly reports transition to quarterly barring any on-going major projects. Joe recommended using google docs as a platform to keep track of events during the time between reports; Joe also suggested using pictures as an integral part of the reports.

D. Olson updated board on the work with Lyon Township on the library card drive within the South Lyon Community Schools.

**L. Staff Reports:**

Technology Report  
Submitted for board review and filed.

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:  
Prior agenda item (Coral Sash fundraiser) discussed with Friends' report.
- Long Range Planning:  
Prior reference under Master plan.
- Facilities Committee:  
Prior referenced items.
- Policy Committee:  
Nothing to report.

- Budget Committee:  
Upcoming new budget work in coming months.

**N. Correspondence & Communications**

1. TLN Bits & Pieces – info only

**O. Old Business**

1. Public Restroom Update  
Mr. Cieslak reported in prior agenda item.
  
2. Status of Director Applications  
L. Hamilton motioned to accept the hiring committee's recommendation to grant a second interview to both Donna Olson and Lawrence Marble, seconded by J. Salvatore. The motion carried unanimously.

Following the passing of the motion, the board members discussed how the second interview would be conducted along with the date and time for each candidate. The following was agreed upon:

Second Interview Date: March 18, 2017

Time: Lawrence Marble: 3:45 - 5:00 p.m.

Donna Olson: 5:15 - 6:30 p.m.

Time slots were determined by the toss of a coin and are random.

Place: Large Meeting Room of the SSLDL

Interview Format:

- Interviewee will prepare a 20 - 30 minute presentation on the following topic and this will be followed by a 10 minute Q & A by the Board related to the presentation.
  - Presentation topic: Provide us with your 3 year, real world vision for the library within the framework and context of the current budget.
- Interviewee will be asked one pre-determined question from the Board.
- Interviewee will be asked to pull 1-2 scenarios from a hat and provide answer/response to that scenario.
- Interviewee will be given an opportunity to ask questions of the Board.

Both candidates will be provided confirmation of their interview dates/times along with a copy of the current budget, strategic plan and Ron Cieslak's Preliminary Master Plan Report which was presented at the February 27<sup>th</sup> board

meeting. Deliberations on awarding the director position will initially be made following the interviews. This will be conducted according to the Open Meetings Act.

**P. Board Comments**

All board members expressed their thanks to the staff for their hard work. D. Mroz expressed her thanks to T. Mock for his assistance filming and posting the interviews of the director candidates.

**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 February 27, 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