

SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, April 24, 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

Draft Minutes of the Regular Meeting of April 24, 2017.

A. Call meeting to order and verify quorum.

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

Visitors: Ron Cieslak of Merritt Cieslak Design
J. Benedict, CSR & IDC
J. Hesselgrave, Interim Head of Adult Services
J. Szostak, CSR & IDC
W. Turner, Staff Rep & Substitute Customer Service Rep

B. Approval of Agenda:

The motion to approve the agenda was made by J. Quigly, seconded by D. McNeill. Motion carried unanimously.

C. Approval of Past Minutes:

Motion to approve the minutes from the March 27, 2017 Regular Board Meeting was made by J. Salvatore, seconded by D. Mroz. Motion carried unanimously.

D. Introduction of Guests

Donna Olson introduced the guests.

E. Ron Cieslak-Easement Clarification for Expansion

The easement was granted to Michigan Bell in 1948; after discussion, L. Hamilton suggested Director Olson contact Miss Dig to locate the utility and data communication lines on our property. Ron will contact AT&T regarding their lines and what action will need to be taken.

F. Public Comment

None

G. Friends of the Library Report

The Friends' representative was unable to attend.

H. Financial Report

1. Acceptance for March 2017 Financial Report

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

2. Draft Budget Presentation for 2017-2018

D. McNeill presented preliminary draft budget. President Hamilton asked for a link on our website for the proposed budget and the legal notification of the upcoming 2017-2018 budget hearing.

During the discussion, it was highlighted that any positions to be funded need a corresponding job description (example: Assistant Director). Director Olson will review and present at the next board meeting. Additionally, the procedure manual needs to work; there are links within the manual that do not work. Director Olson to confirm.

I. Approval for Payroll Report for March 2017

Acceptance for March 2017 Financial Report.

Motion to approve Pay# 5 &6 (calendar), fiscal Pay#19 & 20 was made by D. McNeill, seconded by J. Salvatore. Motion carried unanimously.

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

Motion to approve checks 15337-15378 and credit card purchases was made by J. Bernardino, seconded by A. Randall-Ray. Motion carried unanimously.

K. Director Report

D. Olson reported on Youth & Teen and Technology updates.

L. Staff Reports:

Quarterly Adult Services Report

Submitted for board review and filed.

Property Manager Report

Submitted for board review and filed.

M. Committee Reports:

- Advocacy/Fundraising:
Upcoming meeting is May 1.
Bricks may be installed this week.
- Facilities Committee:
R. Cieslak presented.
- Policy Committee:
Agenda items.
- Budget Committee:
Agenda items.
- Long Range Planning
No update.
- Professional Development
No update.

N. Correspondence & Communications

Providence Park Hospital, Entrepreneurial Patron, Job-seeker patron Thank-you notes received and filed.

Notification by email from the City of South Lyon that the Little Free Library is covered under the city's insurance policy.

O. Old Business

1. Public Restroom Update
Presentation of construction timeline and if the plan for alternative rest rooms is not working, Pres. Hamilton suggested to Director Olson to contact John's sanitation for a portable restroom and the board gave Director Olson the authority to rent whatever is necessary.

2. Huntington Bank – Prepayment of Loan
Additional clarification is needed on pre-payment penalties and principal only payments. Director Olson will report next month.

P. New Business

1. 1948 Easement Granted to Michigan Bell
Moved to earlier on the agenda to allow Mr. Cieslak to present.

2. Policies:
Policies reviewed with no changes to the original policy: 101.1, 201.2, 206, 207, 207.2, 208, 208.1, 209.1, 211, 212, 213, 215, 218, 600, 601, 711.0, 801.0, 804.0, 808.0

Motion to approve Policy 201 Employment Practices as amended made by D. McNeill, seconded by A. Randall-Ray. Motion carried unanimously.

Motion to approve Policy 202 Pay Schedule made by J. Bernardino, seconded by A. Randall-Ray. Motion carried unanimously.

Motion to approve Policy 203 Employee Classification/Benefits made by J. Quigly, seconded by D. Mroz. Motion carried unanimously.

Motion to approve Policy 207.1 Sexual Harassment made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 219 Bereavement Pay as amended made by J. Salvatore, seconded by J. Bernardino. Motion carried unanimously.

Motion to approve Policy 220.0 Military Service made by D. Mroz, seconded by J. Quigly. Motion carried unanimously.

Motion to approve Policy 221.0 Review of Personnel Records made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 224.0 Compensation for Emergency Closing made by J. Salvatore, seconded by A. Randall-Ray. Motion carried unanimously.

Policy 300 Organizational Structure sent back to committee for further refinement.

Motion to approve Policy 301.0 Library Director made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 502 Patron Eligibility – Customer Eligibility made by J. Bernardino, seconded by J. Salvatore. Motion carried unanimously.

Motion to approve Policy 701.0 Privacy made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 807.0 Investment made by D. McNeill, seconded by J. Bernardino. Motion carried unanimously.

3. Director's Goals and Objectives

Director Olson submitted her Performance Goals and Objectives.

This document will be reviewed each year. President Hamilton asked that Goal#1 (Implementation of Strategic Plan) align with the SSLDL's Master Plan.

Additional discussion of goals with suggested changes; Director Olson will revise and re-submit for the next board meeting. D. Mroz questioned as how to measure the obtainment of goals; Director Olson suggested using "Project Outcome" guide provided by the ALA.

Q. Board Comments

Board members expressed their thanks to the staff.

R. Adjournment:

The meeting was adjourned at 8:32 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 April 24, 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