

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

A. Call meeting to order and verify quorum.

President Mroz called the meeting to order at 7:00 PM in the meeting room of the Salem-South Lyon District Library. Present: L. Hamilton, D. McNeill, D. Mroz, L. Petroskey, J. Quigly, A. Randall-Ray, J. Salvatore, Director Hannon

Visitors: Chris DeBear (Library Design Associates), Karen Schiller, Elaine Orlich(Staff Rep), Eric Isotalo, Agnes Bongero, Lindsay Gerhardt, Tyson Mock, Patti Davies

B. Approval of Agenda:

- A. Randall-Ray asked to add under new business, approval/discussion of items #3-7 from the compensation committee minutes from April if we can get to it by 8:40 PM. If we cannot it will be moved to the next meeting. ***(We did not get to this during the meeting)***
- J. Salvatore asked to add discussion of Sunday Hours to old business.
- D. McNeill asked to add discussion of Facebook thread regarding Lyon Township millage to old business.
- J. Quigly asked to add under Financial Report consideration of 3-year budgets in the future.
- 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 March 28, 2016 Regular Board Meeting was made by L. Hamilton and seconded by J. Salvatore. Motion carried unanimously.

D. Introduction of guests: D. Hannon introduced the visitors.

E. Public Comment: None

F. Presentation of front door/restroom improvements: Library Design Associates

- Chris DeBear reviewed a la carte list of items that could be completed in each of the main restrooms along with the pricing of all updates/changes. The facilities committee had asked Chris to put together a comprehensive list of changes/updates that could be made which could be presented to the board for review and discussion.
- The committee asked if Chris could also provide us with estimate of additional urinals in the men's bathroom , what the timeframe would be for completion and if any construction on the bathrooms would prevent the use of the front doors for any time based on the proximity of the bathrooms to the doors. The board would like this information presented by the next meeting so we can have a better idea of the scope of work and if we need to modify the budget based on the final decision to be made in terms of the work.
- J. Quigly asked if we could have more stalls in the bathroom and the board decided that this would increase the scope of work by quite a bit and we would need further input. The board asked if Ron Cieslak could come to the next meeting for discussion of possible reconfiguration of the bathrooms. L. Hamilton said she would call Mr. Cieslak and ask him to come to the next meeting.

G. Friends of the Library Report:

- A. Bongero reviewed the Friends' report. She noted that they would start planting annuals on 5/21/2016, they have received \$400 from Amazon for their book sales and their next meeting was 5/12/16 and reminded us that their meetings are now bi-monthly.

H. Financial Report:

1. Acceptance of March 2016 Financial Report
D. McNeill reviewed the financial report and noted that the last debt fund check had been written.
Motion was made to accept the March 2016 financial report by L. Hamilton.
This was seconded by J. Quigly and motion passed unanimously.
2. Approval to Amend Account 440 and 585.3
Motion was made to increase gifts and grants category 440 by \$10,000 to \$35,000 and category 585.3 by \$10,000 to \$17,000 by L. Hamilton. It was seconded by A. Randall-Ray and the motion was passed unanimously.
3. Approval to recognize strategic plan fund balance
Motion was made to move \$13,551.88 from cost center 585 to 536 by L. Hamilton. This was seconded by D. McNeill and approved unanimously. Of note, L. Hamilton requested that we have the auditor's approval in writing that this is acceptable. L. Petroskey said he would ask for this in writing.
4. Approval to recognize gift fund balance – not discussed
5. Draft budget for 2016-2017
D. McNeil briefly discussed the 2016/2017 draft budget and informed the board that we will have the budget hearing in May.
6. Budget Consideration: J. Quigly asked to consider putting together a 3-year budget instead of a yearly budget.

I. Approval for Payroll Report March 2016:

- Motion was made to approve the March 2016 payroll by L. Hamilton. This was seconded by J. Salvatore and passed unanimously.

J. Approval for Board Review of Bills and Credit Card Purchases for March 2016:

- Motion was made to approve the March 2016 bills and credit card purchases by L. Hamilton. This was seconded by J. Salvatore and passed unanimously.

K. Director Report:

- D. Hannon's report was reviewed and filed.

L. Staff Reports:

- All staff reports submitted to meeting were board reviewed and filed.

M. Committee Reports:

- Advocacy Committee –
 - Working on Bond Fire/Summer Reading Program kickoff party on 6/16/16.
 - Euchre for May 6th was cancelled due to low turnout.
 - Bricks for Veterans will be 40% off on May 23rd. Discount is being given in conjunction with the Vietnam Vet Pinning Ceremony hosted by Senator Kowall at our library.
 - Email was sent to Arbor Hills Landfill (Tom Flannagan) to initiate a community partnership discussion; reply pending.
- Budget Committee –
 - Working on 2016/2017 budget
- Facilities Committee – No report
- Policy Committee – Need to schedule meeting
- Long Range Planning – No Report
- Compensation Committee – briefly discussed plan to get quotes from three companies for health care plan. Committee will reconvene to review data once the quotes are in and employees have been polled.

N. Communication and Correspondence – Reviewed correspondence from Senator Warren and Representative Farrington.

O. Old Business:

1. Sunday Hours

J. Salvatore motioned to have Library offer Sunday hours starting September 2016 with specific plans to come back to the board by Director Hannon. This was seconded by D. McNeill. There was a roll call vote.

- J. Salvatore – yes
- D. Mroz – yes
- D. McNeill – yes
- L. Petroskey – yes
- J. Quigly – no
- L. Hamilton – yes
- A. Randall-Ray – yes

*There was discussion on if the library was going to decrease 4 hours at points in time throughout the week and then add the 4 hours to the Sunday. Linda brought up the question that the community might not like the decrease in hours throughout the week and also the employees may not like the decrease in hours throughout the week as a loss in total hours to their employment if they were not slated to work on the Sunday instead.

2. FB Thread – Lyon Township Millage
D. McNeill shared comments regarding the Lyon Township Millage that have been posted on Facebook.

P: New Business:

1. Approval for parking lot – Motion was made to have asphalt repair to the parking lot in the amount of \$9,755.00 by L. Hamilton. This was seconded by L. Petroskey and unanimously approved.
2. Front Door / Restroom – this was discussed with Chris De Bear at the beginning of the meeting. This issue will be revisited at the May Board Meeting.
3. Digital Road Sign – This was reviewed/presented in detail by Tyson Mock. He recommended the sign from Image 360 (details of sign in board packet appendix).
 - Motion was made to move forward with sign from Image 360 as presented by Tyson. The amount is not to exceed \$54,700. Motion was made by L. Hamilton and seconded by L. Petroskey. It was voted upon with a roll call vote:
 - J. Salvatore – yes
 - D. Mroz – yes
 - D. McNeill – yes
 - L. Petroskey– yes
 - J. Quigly – yes
 - L. Hamilton - yes
 - A. Randall-Ray - yes
 - A community member has expressed concern about the brightness of the sign but Tyson said that the sign would be lit along with the timing of the parking lot lights.

4. Compensation Committee Update – Due to time constraints we were unable to discuss. This issue will be added to the May Board Meeting agenda.

Q. Board Comments:

D. Mroz thanked the staff for being present at the meeting.

R. Adjournment:

The meeting was adjourned at 9:25PM.

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 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,
Amy Randall-Ray, Board Secretary
Reviewed for submission by Deborah Mroz, Board President