

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, May 23, 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 May 23, 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: Mroz, Hamilton, McNeill, Randall-Ray, Petroskey, Quigly, Salvatore, Director Hannon, Recording Secretary K. Hutchinson.

Visitors: Ron Cieslak of Merritt Cieslak Design
L. Kimmell, Customer Service Representative.
K. Schiller, Employee Representative

B. Approval of Agenda:

D. McNeill motioned to add Item#2 - Dissolution of Debt Fund under (H.) Financial Report. L. Hamilton motioned to add Item#8 – Restrooms under (O.) Old Business. L. Hamilton motioned to approve the agenda with additions, seconded by A. Randall-Ray. Motion carried unanimously.

C. Approval of Past Minutes:

Motion to approve the minutes as amended from the April 25 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:
Ron Cieslak of Merritt Cieslak Design, presented examples of his firm's design work which included our library's original design. He outlined the architect's role in an expansion project.
- F. Motion to approve the 2016-2017 budget and tax levy (Operating Millages of 1.1035 and .4900) was made by J. Quigly, seconded by L. Hamilton. Pres. Mroz called for a roll call vote.
- L. Hamilton: Yes;
 - J. Quigly: Yes;
 - D. McNeill: Yes;
 - D. Mroz: Yes;
 - J. Salvatore: Yes;
 - A. Randall-Ray: Yes;
 - L. Petroskey: Yes.
- G. Friends of the Library Report
In the absence of a Friends' rep this evening, L. Petroskey (who attended their last meeting as the board rep) reported discussion of electronic banking issues in relation to the Friends' by-laws. The books sales are running at an average of 25% greater than last year. Jeanette Benson will be resigning from the Friends' board after serving for 20 years.
- H. Financial Report
1. Acceptance for April 2016 Financial Report.
Motion to accept the financial statements from April 2016 was made by L. Hamilton, seconded by J. Salvatore. Motion carried unanimously.
 2. Approval to Dissolve the Debt Fund
D. McNeill motioned to dissolve the debt fund as it has fulfilled its purpose and is no longer needed; the remaining balance of that fund be moved to the Capital Projects Fund. L. Hamilton seconded the motion. The motion carried unanimously.
- I. Payroll Report for April, 2016.
Motion to approve Pay 7 & 8 was made by L. Hamilton, seconded by D. McNeill.
Motion carried unanimously.
- J. Board review of Bills and Credit Card Purchases for April, 2016.
Motion to approve checks 14504– 14543, 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.

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:
"Bond" Fire Event is Thursday, June 16.
Tom Flanagan of Arbor Hills has assigned a representative to attend the June 1st meeting to discuss the continuation of being a community partner.
- Professional Development:
Nothing to report.
- Long Range Planning:
Nothing to report.
- Facilities Committee:
- Policy Committee:
Nothing to report.
- Budget Committee:
Agenda items.
- Compensation Committee:
Will meet in June, date to be determined.

N. Correspondence & Communications:

1. Notes of thanks received from staff members.

2. TLN Bits and Pieces

3. L. Petroskey discussed with William Brickey, CPA and partner at Plante Moran the appropriate method of budgeting in order to access the library's fund balances. Their discussion: A deficit is defined as expenses being more than the sum of total revenues and fund balance. In certain situations it is appropriate for expenses to be greater than revenue. When that situation occurs....fund balance is used. For example: if you budget to spend \$100 for project X but that project was deferred until 2017, you would display the \$100 as committed fund balance in the 2016 financial statements. In 2017 you would budget the \$100 for project X again as an expense without a corresponding revenue so expenditures in the budget would exceed revenues by \$100.

The only way to “use fund balance” is for expenses to be greater than revenue.

The motion in the March 2016 minutes transferring the strategic plan expense from one cost center to another is one method to use monies that would have been in the current year excess thus lowering the positive impact on the fund balance.

O. Old Business:

L. Hamilton motioned to approve the following compensation committee recommendations Items# 1-5 with the amendment to Item#4 Progression through Step Levels with Minimal Hours. D. McNeill seconded the motion. The motion carried unanimously.

1. **Review employee STEP levels**

It is necessary to add additional step levels due to employees arriving at step 10.

It is recommended that the difference between steps 9 & 10 pay increments be

Applied to steps 11 & 12 for the different job classifications.

2. Accrual of PTO for those employees working 30 hours or greater (full time).

Length of Employment	Paid Time Off	Current Max Accrual	Proposed 2016-2017	Proposed 2017-2018	Max Payout 2016/17 and forward
Less than 1 Yr	11 Days	16 Days	14 Days	11 Days	50% of Max accrual
1st Year	15 Days	22 Days	19 Days	15 Days	50% of Max accrual
2-4 Years	20 Days	30 Days	25 Days	20 Days	50% of Max accrual
5+ Years	25 Days	38 Days	32 Days	25 Days	50% of Max accrual

3. Family Medical Leave Act

The committee recommends thru the 2016-17 fiscal year, the paid family medical leave for full time employees remain at 8 weeks; for the fiscal year 2017-2018 the paid family medical leave for full time employees will be reduced to 6 weeks paid family medical leave, and for the fiscal year 2018-2019 the full time employees will receive 4 weeks paid family medical leave.

4. Progression through STEP levels for employees who work minimal hours

The committee recommends that a part-time employee work 600 hours per year to achieve the next step level for those employees at step 1-5. AMENDMENT: For employees that have reached step 5, the part-time employee must work 1200 hours to achieve the next step level.

COLA: In the future the committee recommends the COLA adjustment conform with the Federal cost of living adjustment.

5. Longevity bonuses

The committee recommends that employees working 20-30 hours/week receive 75% of the full time longevity payout; employees working 10-20 hours/week receive 50% of the full time longevity payout, employees working less than 10 hours/week receive 25% of the full time longevity payout.

6. Sunday Hours

L. Hamilton motioned to approve Sunday hours as proposed (start date: September 11, 2016 thru Sunday, June 11, 2017, operational hours: 1-5 p.m.) with the stipulation that we evaluate Summer Sunday hours before the 2017/2018 fiscal year. D. McNeill seconded the motion.

Pres. Mroz called for a roll call vote.

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

The library will be closed on the following Sundays for holiday:

- November 27, 2016 (Thanksgiving weekend)
- Saturday, November 26, 2016 (Additional date added)
- December 25, 2016 (Christmas)
- January 1, 2017 (New Year's Day)
- April 16, 2017 (Easter)
- May 14, 2017 (Mother's Day)
- May 28, 2017 (Memorial Day weekend)

7. Front Doors

L. Hamilton motioned to put into place the process of a RFP to replace the front doors. J. Salvatore seconded the motion. The motion passed unanimously. The board would like to see the work completed by September 30, 2016. Pres. Mroz assigned this task to the facilities committee and asked L. Hamilton to write the RFP for publication.

8. Public Restrooms

L. Hamilton motioned to obtain a proposal from Merritt Cieslak to include anticipated cost and scope of work for the redesign of the men's bathroom, and an update to the women's bathroom. J. Salvatore seconded the motion. The motion carried unanimously.

P. New Business:
None

Q. Board Comments

A. Randall-Ray updated the board on the Little Friends Club activities. The Friends presented a proposal for a “Little Free Library” to the Parks & Recreation Board. The proposal was approved. They are using the funds they have earned the past year to fund their project. J. Salvatore thanked the budget committee for their work. Joe also thanked Doreen and the staff for another successful Book ‘n Trilogy. D. McNeill thanked the budget committee for their work; and thanked Caryn Bartone for the 10 years of Book ‘n Trilogies. J. Quigly thanked the budget committee and will discuss his recommendation with the Budget Committee to consider multi-year budgets similar to Oakland County. L. Hamilton appreciated the additional detail work added to this year’s budget. L. Petroskey thanked the board for the memorial tribute to the Veterans.

R. Adjournment:

The meeting was adjourned at 8:55 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 May 23, 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