

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF
TRUSTEES**

Minutes of Regular Meeting

Monday, June 27, 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 June 27, 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, Petroskey, Quigly, Salvatore, Director Hannon, Recording Secretary K. Hutchinson.

Visitors: T. Mock, Head of IT
D. Olson, Head of adult reference
K. Schiller, Employee Representative
K. Weber, Trustee of the Salem-South Lyon Friends'

B. Approval of Agenda:

L. Hamilton motioned to approve additions to agenda: #1 Approve the attendance of A. Randall-Ray remotely with voting privileges; (C.) Item 2: Approval of Special Meeting Minutes of May 23, 2016; #3 (N.) Old Business: Item 1: Health Care, seconded by J. Salvatore. Motion carried unanimously.

C. Approval of Past Minutes:

Motion to approve the minutes (as amended by L. Petroskey) from the May 23 Regular Board Meeting was made by L. Hamilton and seconded by J. Salvatore. Motion carried with a dissenting vote from L. Hamilton.
Motion to approve the minutes from the Special Board Meeting of May 23, 2016 was made by L. Hamilton and seconded by D. McNeill. Motion carried unanimously.

D. Introduction of guests.

D. Hannon introduced the visitors.

E. Public Comment:

Josie Kerns of the South Lyon Cultural Arts Commission would like to partner with the library to bring cultural events to the area. She has been working with Donna to achieve this partnership. Currently the South Lyon Arts Commission is conducting a survey funded with a grant from the Michigan Humanities Council.

F. Friends of the Library Report

Karen Weber reported their last meeting was held May 12. Electronic banking issues in relation to the Friends' by-laws was discussed. There are 3 vacancies to be filled for the upcoming fiscal year. Karen stated she was not willing to serve as treasurer unless there were modifications made to the by-laws. If the vacancies remain unfilled Karen stated it would be necessary to disband the Friends' organization or modify the existing by-laws to accommodate a reduced number of board members. D. Hannon offered to look for candidates for the Friends' board. The next meeting is September 8 which coincides with the election of officers and the new fiscal year starting Sept. 1, 2016.

G. Financial Report

1. Acceptance for May 2016 Financial Report.

D. McNeill presented the financial reports, and reported the debt fund will be dissolved this month awaiting the last disbursements to be received from the taxing authorities.

Motion to accept the financial statements from May 2016 was made by J. Quigly, seconded by L. Hamilton. Motion carried unanimously.

2. Approval to Re-set the Operating Fund Balance

D. McNeill motioned to reset the operating fund balance to \$440,000 effective July 1, 2016 with the remaining balance (as yet undetermined) to be moved to the Capital Projects Fund. L. Hamilton seconded the motion. The motion carried unanimously.

H. Payroll Report for May, 2016.

Motion to approve Pay 9 & 10 was made by L. Hamilton, seconded by L. Petroskey. Motion carried unanimously.

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

Motion to approve checks 14979– 15023, and credit card purchases was made by L. Hamilton, seconded by D. McNeill. Motion carried unanimously.

J. Director Report

Director Hannon presented her report. The Touch-A-Truck event was very well attended, causing a large number of patrons having to park off-site (similar to the situation with our Camp Read-A-Lot Bond Fire Event). It was suggested to possibly look at using a shuttle service (either rented or donated) with patrons parking at a local church or school in the future. L. Hamilton suggested Trinity Bus has been used at other local venues.

Discussion of the Strategic Plan presented by D. Hannon. As a result of our discussion regarding expansion and/or reconfiguration ideas it was suggested that we need a facilitator to help us organize the process to move forward.

L. Hamilton motioned to retain architect Ron Cieslak for the amount not to exceed \$1,500. to facilitate and discuss what is feasible specifically regarding space and the facility in relation to the strategic plan document (points #1-6) and the maker space information. In addition there will be a board produced google document with input from board and key staff members that will be forwarded to Ron Cieslak. J. Salvatore seconded the motion.

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

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

Motion passed

Pres. Mroz asked J. Salvatore to coordinate the google document with responses due by July 8, 2016. Doreen will contact Mr. Cieslak to coordinate his attendance at a future board meeting.

K. 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.

L. Committee Reports:

- **Advocacy/Fundraising:**
A meeting was held on June 1st with Mary Podsiad from Arbor Hills. She indicated that Arbor Hills would still like to partner with the library but did not commit to any monetary contribution. D. Mroz developed a list of 17 ways for them to partner with the library and this information was sent to Arbor Hills a few weeks ago. A response from them is still pending. Pres. Mroz will be meeting with D. Hannon and L. Gerhardt on the possibility of adding a donation envelope to the fall mailer.
- **Professional Development:**
Mr. Cieslak retention for strategic planning coordination
- **Long Range Planning:**
Nothing to report.
- **Facilities Committee:**
Nothing to report.
- **Policy Committee:**
Need to schedule.
- **Budget Committee:**
Agenda items.
- **Compensation Committee:**
Agenda item.

M. Correspondence & Communications

N. Old Business

Health Care: L. Hamilton motioned to continue the process of health care investigation in order to reach a decision by August 1, 2016. In the interim we will continue our current practice for reimbursement. D. McNeill seconded the motion. The motion carried unanimously.

O. New Business

1. Front Door Replacement Bids

L. Hamilton motioned to sign a contract with Conquest Inc. in the amount of \$24,867.00 to replace the front doors with the understanding that if additional power is needed, there will be additional cost. Also, we will ask for clarification that the doors are ADA compliant, with a 1 year parts and labor warranty, and the project is to be completed by 9/30/2016. L. Petroskey seconded the motion. Pres. Mroz called for a roll call vote.

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

2. Architectural Services Proposal Men's Restrooms
Postponed.

3. JCI BAS Low Pressure Alarm

L. Hamilton motioned to approve the purchase of the low pressure alarm system in the amount of \$2,712.50 provided the indemnity clause is removed. Seconded by D. McNeill. Motion carried unanimously.

P. Board Comments

All board members expressed their thanks for the hard work and dedication from the library staff and the Little Friends of the Library especially evident in the recent "Bond" fire event.

Q. Adjournment:

The meeting was adjourned at 9:07 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 June 27, 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