

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

A. Call meeting to order and verify quorum.

President Mroz called the meeting to order at 7:03 PM in the meeting room of the Salem-South Lyon District Library. Present: Mroz, Hamilton, McNeill, Petroskey, Quigly, Salvatore, Director Hannon, Recording Secretary & Staff Representative K. Hutchinson. Absent: A. Randall-Ray

B. Approval of Agenda:

Pres. Mroz added to New Business: Post Review (D.Hannon) Comments. L. Petroskey motioned to approve the addition, D. McNeill seconded. Motion carried unanimously.

C. Approval of Past Minutes:

Motion to approve the minutes as amended from the June 27 Regular Board Meeting was made by L. Hamilton and seconded by D. McNeill. Motion carried unanimously.

D. Introduction of guests.

No visitors present.

E. Public Comment:

None.

F. Friends of the Library Report

No Friends rep at this meeting. The next meeting is September 8 which coincides with the election of officers and the new fiscal year starting Sept. 1, 2016. (memo:

board reps for upcoming Friends Board Meeting are: Sept. 8 (Amy) and November 10 (Linda).

G. Financial Report

Acceptance for Preliminary June 2016 Financial Report.

D. McNeill presented the financial reports. Final debt fund entries are pending due to auditors. Motion to accept the financial statements from June 2016 was made by L. Hamilton, seconded by J. Quigly. Motion carried unanimously.

H. Payroll Report for June, 2016.

Motion to approve Pay 11 & 12 was made by L. Hamilton, seconded by D. McNeill. Motion carried unanimously.

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

Motion to approve checks 15024–15087, and credit card purchases was made by L. Hamilton, seconded by J. Salvatore. Motion carried unanimously.

J. Director Report

Director Hannon presented her report. She reported that Larry Ritchie of Conquest verified that the new front doors will be ADA compliant and have a 1 year warranty.

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:
Pres. Mroz reported Arbor Hills committed to a \$2,000 donation this year.

- Professional Development:
Update later on the agenda.
- Long Range Planning:
Nothing to report.
- Facilities Committee:
Upcoming August board meeting with architect, Ron Cieslak
- Policy Committee:
Need to schedule.
- Budget Committee:
Audit pending.
- Compensation Committee:
Agenda item.

M. Correspondence & Communications

1. Parcel A-01-05-200-010 Inquiry.
No information received from inquiry as of today's date.
2. Center left-turn lane
Discussion of discrepancy between the price of \$155,000. quoted in 2015 to Salem Twp. from Washtenaw County and the current price of \$222,000. L. Hamilton will ask for a report on behalf of the library.

N. Old Business

None.

O. New Business

1. L. Hamilton thanked the members of the Compensation committee, especially the chairperson, Amy Randall-Ray for their diligence in pursuing health care options for staff.

Compensation committee recommendations

a. Healthcare

L. Hamilton motioned to accept the Compensation committee recommendations

for the employees of the SSLDL to select, through a process, two of the three health plans:

- Priority Copay3000
- Priority POS 2000
- Priority POS 4000

The Library will fund:

- 80% of the SSLDL employee's portion
- 80% of the SSLDL employee's children age 18 and under
- The employee responsibility of 20% will be withheld from the employee's wages.

Additionally, employee funded contributions to an HSA/FSA or Section 125 will be offered. The Library will pay the administration fee (not to exceed 1,500) for a third-party administrator to process insurance claims or other aspects of employee benefit plans.

D. McNeill seconded the motion. Pres. Mroz called for a roll call vote.

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

Motion passed unanimously.

b. Opt-Out Benefit

L. Hamilton motioned to accept the Compensation committee recommendation:

Employees currently receiving \$110/month (salary employees) or \$75/month (employees working a minimum of 20 hours/1040 hours annually) toward the Section 457 Deferred Compensation Plan will continue to receive 100% of the benefit thru June 30, 2017. Beginning 7/1/2017, this benefit will be phased out by 10% per year over a period of 10 years, with the benefit ceasing as of July 1, 2026. Beginning 8/1/2016, new employees, and employees who currently work less than 20 hours will not be eligible for this benefit.

D. McNeill seconded the motion. Pres. Mroz called for a roll call vote.

- J. Quigly: Yes;
- J. Salvatore: Yes;

- D. Mroz: Yes;
- D. McNeill: Yes;
- L. Petroskey: Yes;
- L. Hamilton: Yes.

The motion carried unanimously.

c. Grandfathered Employee

L. Hamilton motioned to accept the Compensation committee recommendation:

One SSLDL employee is an exception to the STEP level wage procedure and will continue to receive \$200 compensation above the STEP level. The exception ceases if the employee works less than 20 hours per week, annualized 1,040 hours/year.

J. Quigly seconded the motion. Pres. Mroz called for a roll call vote.

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

The motion carried unanimously.

d. Updated Financial Terminology

L. Hamilton motioned to accept the Compensation committee recommendations to update the terminology on the Library’s financial statement:

Health Benefit Stipend changed to Healthcare
 In lieu of Health Benefit Stipend changed to Opt-Out Benefit
 Pension changed to Section 457 Deferred Compensation Plan

J. Salvatore seconded the motion. The motion carried unanimously.

L. Hamilton motioned to disband the Compensation committee, J. Salvatore seconded. The motion carried unanimously.

2. Approval of Friends/Board Agreement

L. Hamilton motioned for D. Mroz to sign the agreement, J. Salvatore seconded. The motion carried unanimously.

3. Director Performance Review Update.

D. Mroz and J. Salvatore met with Doreen off site to discuss progress towards goals.

Goal #1: Implementation of strategic plan.

Need to address “adjust all hours”, possible solution is to have an after hours hold-pick up box.

Goal #2 Increase marketing opportunities for the library. Change goal to develop an “all community mailer”.

a. Develop community communication (give specific examples).

b. Implement more target marketing

c. Work toward the goal of installing a digital road sign.

Goal #3: Building improvement & exemplary management of the library budget.

a. Updates to the building: front doors, public restrooms, update flooring.

b. Change/update the floor plan.

c. Improve attention to detail for library cleanliness and upkeep.

d. Plan for the expansion of the youth department.

Discussion of succession plan in case of emergency, hierarchy of staff.

P. Board Comments

L. Hamilton commented that there was a very good discussion tonight.

Q. Adjournment:

The meeting was adjourned at 9:02 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 July 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,

Kathleen Hutchinson, Recording Secretary

Reviewed for submission by A. Randall-Ray, Library Board Secretary