

SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, July 31, 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 July 31, 2017.

A. Call meeting to order and verify quorum.

President Hamilton called the meeting to order at 7:00 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: R. Cieslak, Merritt Cieslak Design PLC
A. King, Representative for the Friends of the Library
L. Ervin, Head of IT
A. Hall, Staff Rep
S. Kreklau, Information Services Dept.
K. Merucci, Head of Youth Dept.

B. Approval of Agenda:

J. Bernardino motioned to approve the agenda, seconded by D. Mroz. Motion carried unanimously.

C. Approval of Draft Minutes from Regular Meeting:

Motion to approve the minutes from the June 26, 2017 Board Meeting was made by J. Salvatore, seconded by D. Mroz. Motion carried unanimously.

D. Introduction of Guests

Donna Olson introduced the guests.

E. Public Comment

None.

F. Presentations

1. Ron Cieslak of Merritt Cieslak Design PLC

Mr. Cieslak reviewed his written proposal, clarifying the design fee is based on the total construction cost approved by the board. Further clarification was provided on the bidding process with a construction manager in place or hiring a general contractor to oversee the bidding process. Specifically, a construction manager divulges the individual bid amounts from the various subcontractors whereas the general contractor has 5-6 pre-qualified contractors for the competitive bidding process but only divulges the final bid awarded amounts. The construction manager or general contractor is paid monthly during the construction period.

After discussion, the timeline schedule would be altered by adding:

Task 3.0: Construction Manager or General Contractor joins process.

The meeting to review input received would be part of the facilities committee responsibility.

Task 5.25: Meet with Board to review schematic design & options

Task 5.5: Meet with the community to review schematics (3-4 meetings)

2. Luke Ervin, Head of IT

Luke introduced himself and shared his past IT experience as well as recent conversations with the IT Department at the South Lyon Community Schools.

3. Kathy Merucci, Head of Youth

Kathy M. reported on the summer reading program with 1,100 patrons signed up and 6,629 hours read.

G. Friends of the Library Report

Amber King reported the need for an additional board member for the 2017/2018 fiscal year. They have many upcoming events: August 18 is the Little Free Library's birthday party, August 22-26 is the annual book sale, Sunday, September 10 is the 50's Celebration, and November 9 is the Coral Sash fundraiser.

H. Financial Report

Acceptance for the Preliminary June 2017 Financial Report

Motion to accept the preliminary financial statements from June 2017 was made by J. Salvatore, seconded by J. Bernardino. Motion carried unanimously.

I. Approval for Payroll Report for June 2017

Motion to approve Pay #11, 12 & 13 (calendar), fiscal Pay#25, 26 & 27 was made by J. Bernardino, seconded by D. McNeill. Motion carried unanimously.

J. Approval for Board Review of Bills and Credit Purchases for June 2017

Motion to approve checks 15428-15473 and credit card purchases was made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

K. Director Report

D. Olson reported on using staff's strengths to help the community.

Director Olson discussed the ongoing bathroom renovation and the remedial tiling work is still unsatisfactory. D. Mroz suggested that compensation for the sub-par tiling work become part of the conversation with Summit Construction.

L. Staff Reports:

Property Manager Report
Submitted for board review and filed.

M. Committee Reports:

- Advocacy/Fundraising:
D. Mroz reported 15 bricks are to be re-engraved due to wear and tear from our climate in Michigan. The bricks encountering the wear are located in the center of the path; bricks will be relocated to avoid the salt during the winter months.
- Facilities Committee:

The Facilities Committee will be the primary lead for the expansion project. J. Bernardino was added to the committee and Director Olson was asked to obtain an additional staff member and 2-3 interested members of the Salem-South Lyon community for seats on the committee to provide needed input for the expansion.

- Policy Committee:
No update.
- Budget Committee:
Agenda items.
- Long Range Planning
No update.
- Professional Development
No update.

N. Correspondence & Communications

1. TLN Bits and Pieces

G. Hungerford is the At Large Rep and Steering Committee Chairman for 2018. Membership meeting dates: 10/6, 3/2/18, 5/04/2018 and 7/20/2018. TLN voted to adopt “Choose Civility” community-wide initiative as a program focus for 2018. Michigan Library Safety Program is Sept. 7 at the Dearborn Centennial Library with TLN providing a fee reduction for the net cost of \$25 to members.

2. Local Government Law Bulletin for July 2017

Opinion of Mika Myers PLC in light of a recent case in the Michigan Court of Appeals, members of public bodies subject to the Open Meetings Act should be careful to discuss official business over email if a quorum is participating.

O. Old Business

1. Children’s Expansion Master Plan

D. McNeill motioned to accept the proposal from Merritt Cieslak for full architectural and engineering design services in the amount of 8.75% of the

expansion construction costs with the stipulation of providing final as-builts (both electronically and hard copy) along with a punch list at closing and to proceed with a construction manager for the expansion project. J. Salvatore seconded the motion. The motion carried unanimously.

Director Olson was asked to obtain an additional staff member and an interested member of the Salem-South Lyon community for seats on the committee to provide needed input for the expansion. Pres. Hamilton added J. Bernardino to the facilities committee.

2. Acceptance of Friend's Large Gift

D. Mroz motioned to accept a gift in the amount not to exceed \$15,000 from the Friends of the Salem-South Lyon District Library to be used for additional outdoor seating to be integrated by the library at the time of the expansion. D. McNeill seconded the motion. The motion carried unanimously.

3. MERS Update

J. Salvatore motioned to approve to move forward with the proposed MERS 401A Defined Contribution (the Defined Contribution will be limited to a Director Only Plan) in combination with a Deferred Compensation Plan (available to all employees). This plan will run concurrently with the Security Benefits 457B Plan. A proposed dollar amount as part of Director Olson's additional hiring compensation will be developed by the next board meeting. This was part of the Board's original compensation proposal to vest her MERS contributions. J. Quigly seconded the motion. The motion carried unanimously.

4. Restroom Update

Discussed under Directors' Report.

P. New Business

Q. Board Comments

J. Bernardino thanked the library staff for their kind words recognizing her loss. A. Randall-Ray expressed her thanks to everyone for their work. J. Salvatore thanked

the Friends for their gift. D. Mroz was delighted to talk to staff member J. Szostak who presented the Mother-Daughter Glamping Event on Friday, July 21. Debbie was impressed with the enthusiasm Jan shared to be able to share her talents which translated into additional programming opportunities for our community. D. McNeill welcome Luke and Mary Daugherty. Pres. Hamilton thanked the staff and the board for the ability to work together to move forward.

R. Adjournment:

The meeting was adjourned at 8:43 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 31, 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