

SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, August 28, 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

Minutes of the Regular Meeting of August 28, 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, McNeill, A. Randall-Ray, J. Bernardino, J. Quigly, J. Salvatore, Director Olson, and Recording Secretary K. Hutchinson. Absent: D. Mroz (excused).

Visitors: R. Cieslak, Merritt Cieslak Design PLC
K. Weber, Treasurer Friends of the Library
D. Beaver, Head of Adult and Staff Rep.

B. Approval of Agenda:

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

C. Approval of Draft Minutes from Regular Meeting:

Motion to approve the minutes from the July 31, 2017 Board Meeting was made by D. McNeill, seconded by J. Salvatore. 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 presented information on 3 construction managers: McCathy & Smith, Inc., Frank Rewold and Son Inc., and A.Z. Shmina, Inc. Kummer Construction Services was recommended as a possibility for a construction managers; they have recently finished the new Commerce Township Library. It was determined that Ron would look for additional firms for the RFP process. A recommendation that firms provide a breakdown between pre-construction and construction service fees; also if firms would provide containment costs procedures. J. Bernardino asked if we would want to provide an incentive for an on-time & under budget project. A tentative timeline was set:

RFP due 9/19/2017

Interviews on 9/23/2017

Bid Award Discussion on 9/25/2017.

A. Owner/Architect Agreement for Architectural Services (Fee Based on a Percentage of the Construction Cost of the Work).

D. McNeill motioned to approve the contract between Merritt Cieslak Design, PLC and the Salem-South Lyon District Library with modifications (Modify 11.0 Mediation and Litigation: Mediation shall be conducted by and under the rules mutually agreed upon by both parties AND add to Exhibit A (under Construction Administration Item H) provide a hard copy of the as-builts drawings and a digital copy of the as-builts. The motion was seconded by by A. Randall-Ray.

The motion carried unanimously.

G. Friends of the Library Report

Karen Weber reported the Little Free Library birthday party is August 18. Membership rolls are up to 122 this year. Book sales are up 20% this year . The Coral Sash Event is November 9. Jean Schneider is resigning after 10 years of service on the Friends board. The Friends have budgeted \$19,300.00 to gift to the library this year.

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.

Acceptance for the Preliminary July 2017 Financial Report

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

I. Approval for Payroll Report for July 2017

Motion to approve Pay #14 & 15 (calendar), fiscal Pay#1 & 2 was made by D. McNeill, seconded by A. Randall-Ray. Motion carried unanimously.

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

Motion to approve checks 15474-15498 and credit card purchases was made by J. Salvatore, seconded by D. McNeill. Motion carried unanimously.

K. Director Report

Director Olson reported Patti Davies celebrated her 20th year of employment. Renae Bowers will be leaving the library to pursue new career opportunities.

L. Staff Reports:

Property Manager Report
Submitted for board review and filed.

Dee Beaver, head of Adult Services reported on the continued training of the information desk clerks and the goal to make the Adult department more user friendly. She would like to make more seating available and has been weeding, shifting and re-arranging materials.

M. Committee Reports:

- Advocacy/Fundraising:
D. Mroz reported bricks are in and she will get with Ken for installation. Donna and Deb met with Joe Kohn of Advanced Disposal/Arbor Hills and Joe committed for another year of continued matching funds in the amount of \$5000 for the Annual Appeal. Advanced Disposal will provide

trash receptacles for the Friends' 50's Birthday Bash and would like to provide eco-friendly community programs.

- Facilities Committee:
The Facilities Committee will be the primary lead for the expansion project.
- Policy Committee:
No update.
- Budget Committee:
Agenda items.
- Long Range Planning
No update.
- Professional Development
No update.

N. Correspondence & Communications

O. Old Business

1. Children's Expansion Master Plan

A. Bank Information

It is necessary to find legal firms to review loan paperwork. Forward any recommendation to Director Olson; it will be presented at September's meeting.

B. Staff & Community Meeting Dates

The meeting dates are set for Sunday, September 17 at 2 p.m. and Tuesday, September 26 at 7 p.m. with Mr. Cieslak to share with the public the preliminary plans in addition to facilitating the meeting as to what the public sees as important. A board member should be present at these meetings, please email Pres. Hamilton with your attendance preferences.

2. Restroom Renovation Update

Summit Construction states that have installed bathroom tile to acceptable standards.

3. MERS Update

Pres. Hamilton reported that D. Mroz is suggesting the library makes a one time contribution to Director Olson's MERS plan in the amount of \$2,631.00 (the difference between Step 5 & 6.1). L. Hamilton motioned to move forward with the contribution amount, A. Randall-Ray seconded the motion. The motion carried unanimously.

P. New Business

1. Library Closure for Staff In-Service 10 a.m. – 1 p.m. on Friday, November 3, 2017.
Joe motioned to close the library for the above referenced date, D. McNeill seconded. The motion carried unanimously.
2. Insurance Compliance.
After discussion, J. Bernardino motioned to provide dental insurance with a budget of \$6,312.00 covering 80% of the employee costs including minor children age 18 and under. D. McNeill seconded the motion. The motion carried unanimously.

Q. Board Comments

J. Quigly participated in the annual Friends Book Sale and noticed storage is a noticeable issue for the Friends. J. Quigly noted the need for no smoking signs outside the building. D. McNeill is happy to see us moving forward with Mr. Cieslak. A. Randall-Ray encouraged everyone to come to the 50's event.

R. Adjournment:

The meeting was adjourned at 8:52 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 August 28, 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

