

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF  
TRUSTEES  
Minutes of Regular Meeting  
Monday, August 29, 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 August 29, 2016.

**A. Call meeting to order and verify quorum.**

President Mroz called the meeting to order at 7:01 PM in the meeting room of the Salem-South Lyon District Library. Present: A. Randall-Ray, Mroz, Hamilton, McNeill, Petroskey, Quigly, Salvatore, Director Hannon, Recording Secretary K. Hutchinson.

**B. Approval of Agenda:**

L. Hamilton motioned to add recording of this meeting, seconded by J. Salvatore. L. Hamilton motioned to approve agenda; J. Salvatore seconded. Motion carried unanimously.

**C. Approval of Past Minutes:**

Motion to approve the minutes as amended from the July 25 Regular Board Meeting was made by L. Hamilton and seconded by J. Salvatore. Motion carried unanimously.

**D. Introduction of guests.**

Mary Pat Freund, Secretary of the Lyon Twp. Public Library Board  
Amy Deeds, Treasurer of Lyon Twp. Public Library Board  
Janet Bernadino  
Ron Cieslak of Merritt Cieslak Design  
Donna Olson, Head of Adult Reference  
Emily Puckett-Rodgers, Space, Design & Assessment Consultant  
Karen Schiller, Staff Rep.  
Rachael Showerman, Friends of the Library Representative

**E. Public Comment:**

None.

**F. Lyon Township Board**

Mary Freund and Amy Deeds approached the Board to see if the Salem-South Lyon District Library would be interested in discussing the option and requirements necessary for LTPL and SSLDL to join together as a district library when their millage expires in 2017. L. Hamilton motioned to seat a committee to work with Lyon Township on this issue. L. Petroskey seconded the motion; motion carried unanimously.

**G. Merritt Cieslak Design**

Mr. Cieslak presented his preliminary analysis of the library needs and various options available for the building. Mr. Cieslak recommended a development of a master plan to provide a large picture of the project. A library space planner would be needed in the future also. L. Hamilton motioned to request of Mr. Cieslak a proposal to develop a plan with estimated costs, which should include the actual proposal cost in time for the October board meeting. D. McNeill seconded the motion. Pres. Mroz called for a roll call vote:

**L. Hamilton: yes;**  
**J. Quigly: yes;**  
**D. Mroz: yes;**  
**D. McNeill: yes;**  
**L. Petroskey: yes;**  
**J. Salvatore: yes;**  
**Amy Randall-Ray: yes.**

**H. Friends of the Library Report**

R. Showerman reported the Friends' annual book sale went very well. Rachael personally found it to be a busy summer, but very rewarding with the completion of the Little Friends amazing "Little Free Library" in McHattie Park.

**I. Financial Report**

Acceptance for July 2016 Financial Report.

D. McNeill presented the financial reports. Motion to accept the financial statements from July 2016 was made by L. Hamilton, seconded by J. Quigly. Motion carried unanimously.

**J. Payroll Report for July, 2016.**

Motion to approve Pay 13, 14 & 15 was made by L. Hamilton, seconded by D. McNeill. Motion carried unanimously.

**K. Board review of Bills and Credit Card Purchases for July, 2016.**

Motion to approve checks 15088-15118 and credit card purchases was made by L. Hamilton, seconded by A. Randall-Ray. Motion carried unanimously.

**L. Director Report**

Director Hannon presented her report. She reported the Donor Event will take place on Sunday, September 25 and we will be honoring long-time Friends' members Joe Kofta, Sharon Deron, Carol Sutliff along with the Business Community honoree Arbor Hills/Advanced Disposal.

**M. Staff Reports:**

Technology Report

Tyson reported on the continuing work on the new electronic sign in addition to the limitation of messages allowed due to the township ordinance of no more than 2 transitions per minute for electronic messages. L. Hamilton suggested Tyson write a letter to the township planning commission asking for the exception (variance) explaining the rationale behind the request. If the matter becomes an agenda item for the township planning commission, Tyson should attend the meeting.

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.

**N. Committee Reports:**

- **Advocacy/Fundraising:**  
Pres. Mroz reported Quadrants, Inc. committed to a \$1,500 matching brick fund donation this year. Chuck Fellows will be speaking to the staff at the September 9 meeting regarding advocacy in the community.
- **Professional Development:**  
Nothing to report.
- **Long Range Planning:**  
Nothing to report.
- **Facilities Committee:**  
Upcoming Sept. board meeting with architect, Ron Cieslak
- **Policy Committee:**  
Need to schedule.
- **Budget Committee:**  
Auditors to attend September meeting.

**O. Correspondence & Communications**  
Pre-audit report.

**P. Old Business**  
None.

**Q. New Business**

Lyon Township Sub-committee revisited: L. Hamilton recommended a committee of staff, board members, and community members (3 voting members) representing both libraries, in addition to a Lyon Township government representative. D. McNeill and Rachael Showerman will represent the SSLDL along with a staff member. L. Hamilton will facilitate the meetings of the sub-committee.

**R. Board Comments**

Amy Randall-Ray thanked Rachael for her dedication to the Little Free Library project. Joe cited Lindsay and Tyson for their great job on the sign. D. Mroz thanked the staff for their continued hard work.

**S. Adjournment:**

The meeting was adjourned at 8:57 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 29, 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