

**SALEM-SOUTH LYON DISTRICT LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes of Regular Meeting**  
**Monday, September 25, 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 September 25, 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: K. Weber, Treasurer Friends of the Library  
L. Kimmel, Staff Rep.

**B. Approval of Agenda:**

J. Salvatore 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 as amended from the August 28, 2017 Board Meeting was made by J. Salvatore, seconded by D. McNeill. Motion carried unanimously.

**D. Introduction of Guests**

Donna Olson introduced the guests.

**E. Public Comment**

None.

**F. Friends of the Library Report**  
Report filed.

**G. Financial Report**

**Acceptance for the August 2017 Financial Report**

Motion to accept the financial statements from August 2017 was made by J. Bernardino, seconded by J. Quigly.

**H. Approval for Payroll Report for August 2017**

Motion to approve Pay #16 & 17 (calendar), fiscal Pay#3 & 4 was made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.

Note: The Agenda Letter I. was omitted when numbering the agenda

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

Motion to approve checks 15499-15529 and credit card purchases was made by J. Salvatore, seconded by D. McNeill. Motion carried unanimously.

**K. Director Report**

Report filed.

**L. Staff Reports:**

Property Manager Report  
Submitted for board review and filed.

Pres. Hamilton noted the tremendous growth exhibited in the staff's annual reports.

**M. Committee Reports:**

- **Advocacy/Fundraising:**  
D. Mroz reported next date to circle on your calendar: October 15<sup>th</sup> for the donor event. Deb will be composing the annual appeal letter. Arbor Hills will be donating \$5000 to this year's annual appeal.
- **Facilities Committee:**  
The Facilities Committee met on two different dates with Mr. Cieslak on library usage. The committee has proposed an alternative option for the impervious parking spaces. It was suggested to consider a pervious parking area allowing the library to use the area during our busier summer months but will be vacant during winter.  
Pres. Hamilton asked board members please notify her if you plan to attend upcoming meetings with Mr. Cieslak; it may be necessary to post the meetings in the case that there is a sufficient number of board members attending that would signify a quorum.
- **Policy Committee:**  
D. Mroz reminded the policy 600 may need to be reviewed.
- **Budget Committee:**  
See Agenda items.
- **Long Range Planning**  
No update.
- **Professional Development**  
Director Olson's 1<sup>st</sup> review will be in November, it will be a partial year but we will keep to the same time frame as previous years. J. Salvatore will review the procedure and arrange meetings with Donna.

**N. Correspondence & Communications**  
No comment

**O. Old Business**

**1. Children's Expansion Master Plan**

**A. Bank Information**

The amount that we need to borrow will depend upon our capital fund account's balance; after this year's audit we will have the amount available to transfer to the capital projects fund as well any we would add during this fiscal year.

Pres. Hamilton will reach out to John R. Axe, Senior Counsel at Clark Hill's Education and Municipal Law Practice Group as to his availability to provide legal counsel on our behalf to structure the bank loan. D. McNeill will contact Thomas D. Colis, Principal and Managing Director at Miller Canfield. The board asked specifically for hourly rate info, and if the initial fact-finding meeting is a chargeable event.

#### B. MERS Resolutions

David McNeill motioned to approve the Resolution adopting the MERS Defined Contribution Plan, J. Bernardino seconded the motion. Pres. Hamilton called for a roll call vote. A. Randall-Ray called the roll:

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

The motion carried.

J. Quigly motioned to approve the Resolution adopting the MERS Uniform 457 Supplemental Retirement Program, J. Salvatore seconded the motion. A. Randall-Ray called the roll:

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

- J. Quigly: Yes;
- A. Randall-Ray: Yes.

The motion carried.

**P. New Business**

**Q. Board Comments**

J. Quigly thanked the staff for their work and offered congratulations on the National Museum and Library Services nomination. D. Mroz concurred. D. McNeill thanked the staff for their outstanding annual reports, and thanked the volunteers for their service to the library. J. Salvatore stated his appreciation of the work and dedicated efforts of the staff and particularly appreciated Director Olson's response to the Teen Vogue issue. A. Randall-Ray stated her appreciation to K. Hutchinson for diligence in recording the minutes.

**R. Adjournment:**

The meeting was adjourned at 8:01 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 September 25, 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