

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF
TRUSTEES
Minutes of Regular Meeting
Monday, September 26, 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 September 26, 2016.

A. Call meeting to order and verify quorum.

President Mroz called the meeting to order at 7:00 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 asked for clarification on New Business, Item.2: Emily Puckett Rodgers proposal. Discussion regarding proposal, changed to a non-voting discussion item. Pres. Mroz added to Old Business: 1. Sunday Hours Feedback, 2. LTPL Update; Addition to New Business: Item 3. Little Friends' Free Library, Item 4. Policy 800. Hamilton motioned to approve agenda as amended, A. Randall-Ray seconded. Motion carried unanimously.

C. Approval of Past Minutes:

Motion to approve the minutes from the August 29 Regular Board Meeting was made by L. Hamilton and seconded by D. McNeill. Motion carried unanimously.

D. Introduction of guests:

Nicolette Acho, Representative from Plante Moran
Jean Schneider, President of Friends of the SSLDL
Amber King, Trustee of the Friends of the SSLDL
Andrea Hall, Technical services specialist
Samanth Kreklau, Customer service specialist
Donna Olson, Head of Adult Reference
Karen Schiller, Staff Rep.

E. Public Comment:

None.

F. Plante Moran Audit Presentation FYE June 2016

Nicolette Acho presented the audited financial statement for the fiscal year July 1, 2015-June 30, 2016 and the Letter addressed to the Board of Trustees.

G. Friends of the Library Report

Jean Schneider reported the last Friends' meeting on September 15 was attended by Jim Quigly and Amy Randall-Ray. Elections were held and new members to the Friends board were added: Deborah Anderson, Amber King and Mary Podsiad. Jean Schneider will remain as president, Janet Kaiser as vice president, Rachael Perry as secretary, and Karen Weber is the new treasurer. Jean presented a check in the amount of \$5000 to the library as part of the Friends' annual gift.

H. Financial Report

Acceptance for August 2016 Financial Report.

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

I. Payroll Report for August, 2016.

Motion to approve Pay 16 & 17 (calendar year), Pay #4&5 (fiscal year) was made by L. Hamilton, seconded by D. McNeill. Motion carried unanimously.

J. Board review of Bills and Credit Card Purchases for August, 2016.

Motion to approve checks 15119-15148 and credit card purchases was made by L. Hamilton, seconded by J. Salvatore. Motion carried unanimously.

K. Director Report

Director Hannon presented her report. She reported that the Friends would not be able to insure the Little Free Library in McHattie Park. Doreen will contact the city regarding their coverage for the park.

L. 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.

M. Committee Reports:

- Advocacy/Fundraising:
Pres. Mroz reported the brick sale is ongoing with Quadrants, Inc. matching up to \$1,500.
- Professional Development:
Nothing to report.
- Long Range Planning:
Nothing to report.
- Facilities Committee:
Agenda items.
- Policy Committee:
Meeting in September.
- Budget Committee:
Audit complete.

N. Correspondence & Communications

None

O. Old Business

1. Sunday Hours Feedback. There has been varied use of the library, with all patrons expressing their appreciation for the additional hours.
2. LTPL Update: The first meeting of the joint committee will be held on Wednesday, September 28. The foundational question is whether the LTPL board is willing to ask their taxpayers for the same millage rate as the Salem-South Lyon taxpayers of 1.61 mills and if they can be successful. After this question is answered, we can move forward. If there are any questions on this issue, please email L. Hamilton, D. McNeill, or D. Hannon.

P. New Business

1. Master Plan proposal: Merritt Cieslak Design.
We need to notify Mr. Cieslak that it is necessary to put the Master plan proposal on hold for an unspecified amount of time until the LTPL issue is decided.
L. Hamilton motioned that we request a quote from Merritt Cieslak to do the architectural work necessary to renovate the bathrooms; seconded by L. Petroskey. Pres. Mroz asked for a roll call vote:
 - J. Quigly: Yes;
 - J. Salvatore: Yes;
 - D. Mroz: Yes;
 - D. McNeill: Yes;
 - L. Petroskey: Yes;
 - A. Randall-Ray: Yes;
 - L. Hamilton: Yes.
2. Emily Puckett Rodgers (Independent Consultant)
After discussion it was determined Ms. Rodgers could be a valuable resource for the future.

3. Insurance Coverage for the Friends' Little Free Library
The Friends are unable to obtain insurance coverage for the Little Free Library. Director Hannon will contact the city regarding possible coverage.
4. Policy 800.
Discussion not required due to earlier discussion.

Q. Board Comments

J. Quigly stated that Sundays have been very good. Joe expressed how lucky we are to have a director like Doreen that has such great enthusiasm and who is personally committed to this organization. D. Mroz continues to be impressed with the staff.

R. Adjournment:

The meeting was adjourned at 8:25 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 26, 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