

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF
TRUSTEES
Minutes of Regular Meeting
Monday, October 24, 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 October 24, 2016.

A. Call meeting to order and verify quorum.

President Mroz called the meeting to order at 7:02 PM in the meeting room of the Salem-South Lyon District Library. Present: A. Randall-Ray, Mroz, Hamilton, McNeill, Quigly, Salvatore, Director Hannon, Recording Secretary K. Hutchinson. Absent: L. Petroskey

B. Approval of Agenda:

Pres. Mroz added to Old Business: Item 3. Little Free Library Insurance; addition to New Business: Item 3. D. Hannon's Review, Item 4. Bank Search. L. 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 September 26 Regular Board Meeting (as amended) was made by L. Hamilton and seconded by D. McNeill. Motion carried unanimously.

D. Introduction of guests:

Janet Bernadino, Candidate for SSLDL board
C. Branch, Customer Service Specialist
D. Olson, Staff Rep.
K. Yergin, Customer Service Specialist

E. Public Comment:

None.

F. Friends of the Library Report

Report will be presented in November as the Friends meet every other month.

G. Financial Report

Acceptance for September 2016 Financial Report.

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

H. Payroll Report for September, 2016.

Motion to approve Pay# 18 & 19 (calendar), fiscal Pay# 6 & 7 was made by L. Hamilton, seconded by A. Randall-Ray. Motion carried unanimously.

I. Board review of Bills and Credit Card Purchases for September, 2016.

Motion to approve checks 15149-15190 and credit card purchases was made by L. Hamilton, seconded by D. McNeill. Motion carried unanimously.

J. Director Report

K. Staff Reports:

Technology Report

Submitted for board review and filed.

Public Relations Report

Submitted for board review and filed.

Adult Services Report

D. Olson presented her report.

Youth Services Report

Submitted for board review and filed.

Property Manager Report
Submitted for board review and filed.

L. Committee Reports:

- Advocacy/Fundraising:
Pres. Mroz reported the advocacy donor information inserted into the fall newsletter was not successful. A targeted mailing to prior donors will be sent out in November. Brick sale update: 9 bricks sold to date; target is 15 – 4x8 bricks (or a combination that totals at least \$1500) by December 12. Advocacy has formed a special committee to find more community partners. Members: Chuck Fellows, D. Hannon, D. Olson, D. Mroz, J. Szostak and L. Gerhardt.
- Professional Development:
Nothing to report.
- Long Range Planning:
Agenda item.
- Facilities Committee:
Agenda items.
- Policy Committee:
Agenda items.
- Budget Committee:
Update on communication with the State of Michigan regarding audit filing and deficiency notice. In actuality, a data entry error occurred in filing the report with the state, which has been remedied.

M. Correspondence & Communications

1. TLN Bits & Pieces
2. Arbor Hills Landfill/Advanced Disposal thank you.
M. Podsiad is very happy to be working with the library on behalf of Arbor Hills.
3. Letter from State of Michigan regarding audit deficiency.
David McNeill clarified matter under Committee Reports.

N. Old Business

1. Master Plan Proposal: Merritt Cieslak Design.

Linda Hamilton motioned to accept Mr. Cieslak's proposal for the building master plan in the amount not to exceed \$7,800. D. McNeill seconded. L. Hamilton will ask Mr. Cieslak to revise the Programming portion to read "We will meet with the Library Board, Staff, and Friends rep to determine specific needs and to prioritize those needs. Also, at least one public forum will be included." Pres. Mroz called for a roll call vote.

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

Motion was approved with suggested revision. Linda Hamilton will contact Ron Cieslak.

2. Public restroom renovation

L. Hamilton motioned to accept Mr. Cieslak's proposal dated 10/12/2016 in the amount not to exceed \$8,360.00 accepting all outlined services with the clarification: the board shall approve the renovation documents and these documents become the property of the SSLDL. D. McNeill seconded the motion. Pres. Mroz called for a roll call vote:

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

- L. Hamilton: Yes.

Motion was approved. L. Hamilton will contact R. Cieslak.

3. Little Friends' Free Library Insurance:
Doreen spoke with Bob Martin at the City of South Lyon regarding this issue. We are waiting for his response pending his discussion with City Manager Lynn Ladner as to who should insure it.

O. New Business

1. Dissolution of SSLDL/LTPL library service committee.
L. Hamilton motion to dissolve committee, D. McNeill seconded. The motion carried unanimously.

2. Policies:
Motion to approve Policy 201 Employment Practices made by L. Hamilton, seconded by J. Quigly. Motion carried unanimously.

Motion to approve Policy 201.2 Internal Posting Policy made by L. Hamilton, seconded by A. Randall-Ray. Motion carried unanimously.

Motion to approve Policy 206.0 Breaks made by L. Hamilton, seconded by A. Randall-Ray. Motion carried unanimously.

Motion to approve Policy 207 Employee Conduct made by L. Hamilton, seconded by D. McNeill. Motion carried unanimously.

Policy 207.1 Harassment sent back to committee for further refinement.

Motion to approve Policy 207.2 Employee Social Media Policy as amended made by L. Hamilton, seconded by J. Salvatore. Motion carried unanimously.

Policy 208.0 Grievance and Appeals Policy reviewed. No changes to the original policy.

Motion to approve Policy 212.0 Employee Dress Code as amended made by L. Hamilton, seconded by J. Salvatore. Motion carried unanimously.

Policy 213 Paid Time Off sent back to committee for further refinement. Coordination with Policy 203 requested.

Motion to approve Policy 215.0 Family and Medical Leave made be L. Hamilton, seconded by A. Randall-Ray. Motion carried. D. Mroz dissented.

Motion to approve Policy 221.0 Review of Personnel Records as amended made by L. Hamilton, seconded by J. Salvatore. Motion carried unanimously.

Motion to approve Policy 300 Organizational Structure made by L. Hamilton, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 301.0 Library Director made by L. Hamilton, seconded by J. Salvatore. Motion carried unanimously.

Motion to approve Policy 400.0 Children in the Library was made by L. Hamilton, seconded by J. Salvatore. Motion carried unanimously.

Review of Policy 801 Board Business Expenses

Motion to abolish Policy 805.0 Continuing Information for Bond Issue made by L. Hamilton, seconded by D. McNeill. Motion carried unanimously.

Review of Policy 807.0 Investment Policy. Reviewed; no changes to the original policy.

3. Director Review

D. Mroz suggested following the same format as last year for Doreen's review with J. Salvatore updating the survey monkey by November 4 for committee review. Survey will be sent to board and key staff for evaluation and completion by November 28.

4. Bank Choices

D. McNeill reported budget committee is looking at different banks due to service charges.

P. Board Comments

J. Salvatore thanked the staff for their work. A. Randall-Ray stated she is excited about the future of the library. D. Mroz thanked the LTPL/SSLDL Joint committee members for their work.

Q. Adjournment:

The meeting was adjourned at 9:12 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 October 24, 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