

**SALEM-SOUTH LYON DISTRICT LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes of Regular Meeting**  
**Monday, October 30, 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 October 30, 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: Nicolette Acho, CPA from Plante & Moran, PLLC  
R. Cieslak, Merritt Cieslak Design  
S. Schneemann, Merritt Cieslak Design  
J. Kasier, Trustee of The Friends of the Library  
C. Branch, CSR, Information desk clerk, Literacy Team Specialist  
M. Daugherty, Literacy Team Specialist  
E. Isotalo, Staff Rep

**B. Approval of Agenda:**

David McNeill motion to add to New Business: Item 1. Review of Policy 600; D. Mroz motioned to add: Review of Annual Appeal Letter. J. Salvatore motioned to approve the agenda, seconded by D. McNeill. Motion carried unanimously.

**C. Approval of Draft Minutes from Regular Meeting:**

Motion to approve the minutes as amended from the September 25, 2017 Board Meeting was made by D. McNeill, seconded by A. Randall-Ray. Motion carried unanimously.

**D. Introduction of Guests**

Donna Olson introduced the guests.

**E. Public Comment**

None.

**F. Presentations**

1. Plante Moran Audit Presentation FYE June 2017

Nicolette Acho presented the audited financial statement for the fiscal year July 1, 2016-June 30, 2017 and the Letter addressed to the Board of Trustees.

2. Ron Cieslak, Merritt Cieslak Design, PLC.

i. Children's Expansion

Ron introduced his partner, Steven Schneemann to the board. Ron presented the updated schematics for the youth expansion.

ii. Construction Mangers

Mr. Cieslak presented the construction manager's fee schedule.

**G. Friends of the Library Report**

Report submitted and filed.

**H. Financial Report**

**Acceptance for the September 2017 Financial Report**

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

**I. Approval for Payroll Report for September 2017**

Motion to approve Pay #18 & 19 (calendar), fiscal Pay#5 & 6 was made by D. McNeill, seconded by J. Salvatore. Motion carried unanimously.

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

Motion to approve checks 15229-15562 and credit card purchases was made by A. Randall-Ray, seconded by D. Mroz. Motion carried unanimously.

**K. Director Report**

Report filed.

**L. Staff Reports:**

Adult Services Report  
Submitted for board review and filed.

Youth Services Report  
Submitted for board review and filed.

Technology Report  
Submitted for board review and filed.

Property Manager Report  
Submitted for board review and filed.

Pres. Hamilton asked if Luke could share his vision regarding the library's website and technology updates at a January board meeting.

**M. Committee Reports:**

- Advocacy/Fundraising:  
D. Mroz shared the draft of the Annual Appeal letter. It was suggested to change the Melcat highlight to a genealogy highlight or another more recognizable service. It was also recommended to remind donors to check with their employers if they offer a matching contribution.
- Facilities Committee:  
See Agenda items.

- Policy Committee:  
Next policy meeting is November 13.
- 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.  
J. Salvatore and Pres. Hamilton will meeting with Donna before the next board meeting.

**N. Correspondence & Communications**

No comment

**O. Old Business**

**P. New Business**

1. Review of Policy 600

After review, it was determined there are no changes to Policy 600.

2. Children's Expansion Master Plan

After great discussion, D. McNeill motioned to move forward with the Expansion Floor Plan (concept C) with the total project cost not to exceed \$1.2 million. J. Salvatore seconded the motion.

Motion carried. J. Bernardino dissented.

At this juncture the additional parking has been cut from the project.

After discussion, J. Bernardino motioned to interview Shmina Building Contractors and Shaw Construction & Management Company for construction managers. A. Randall-Ray seconded the motion. The motion carried unanimously. The special meeting is Tuesday, November 7 at 7 p.m. Mr. Cieslak will refine the construction costs projection. He will send the CM tabulation form to the interviewees for verification.

3. Bond Attorneys

After discussion D. Mroz motioned to proceed with John R. Axe, Senior Counsel at Clark Hill's Education and Municipal Law Practice Group as our official bond counsel. J. Salvatore seconded the motion. The motion carried unanimously. D. McNeill will contact Mr. Axe and update him on our decisions.

Budget committee will make a recommendation for total bond amount in November.

4. Drop Box Resolution

J. Bernardino motioned to approve the Resolution of the installation of the drop box outside the Salem Party Store located at 9607 Six Mile Road, Salem Township, MI and the hold harmless agreement releasing Maria Nuculaj from all liability arising from the drop box. D. Mroz seconded the motion. The motion carried unanimously.

**Q. Board Comments**

J. Quigly thanked the staff and volunteers for their work. D. Mroz and D. McNeill thanked the staff for their work. A. Randall-Ray expressed her happiness at moving forward. Pres. Hamilton thanked the board for their work and reminded them Director Olson's review needs to be finished by November 19.

**R. Adjournment:**

The meeting was adjourned at 9:28 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 30, 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