

SALEM-SOUTH LYON DISTRICT LIBRARY
BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, November 27, 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 November 27, 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: Joe Kohn, Advanced Disposal
Bob Walls, Advanced Disposal
M. Podsiad, Friends of the Library Secretary
J. Kasier, Trustee of The Friends of the Library
K. Merucci, Head of Youth Services
E. Orlich, Staff Rep.

B. Approval of Agenda:

Pres. Hamilton added Advanced Disposal under Presentation; J. Bernardino motioned to approve the agenda, seconded by J. Salvatore. Motion carried unanimously.

C. Approval of Draft Minutes from Regular Meeting & Special Meeting:

Motion to approve the minutes as amended from the October 30, 2017 Board Meeting was made by D. McNeill, seconded by A. Randall-Ray. Motion carried unanimously.

Motion to approve the minutes from the November 7, 2017 Special Meeting was made by J. Salvatore, seconded by D. Mroz. Motion carried unanimously.

D. Introduction of Guests

D. Mroz introduced the guests from Advanced Disposal, Director Olson introduced the remaining guests.

1. Presentation

Joe Kohn and Bob Walls presented the SSLDL with a check in the amount of \$5,000 as their contribution with the continuing partnership for the Annual Appeal.

E. Public Comment

None.

F. Friends of the Library Report

Report submitted and filed.

Upcoming meeting dates for 2018: January 11, March 8, May 10, July 12, September 13, and November 8.

G. Financial Report

Acceptance for the October 2017 Financial Report

Motion to accept the financial statements from October 2017 was made by J. Bernardino, seconded by A. Randall-Ray.

H. Approval for Payroll Report for October 2017

Motion to approve Pay #20 & 21 (calendar), fiscal Pay#7 & 8 was made by D. McNeill, seconded by J. Salvatore. Motion carried unanimously.

I. Approval for Board Review of Bills and Credit Purchases for October 2017

Motion to approve checks 15563-15588 and credit card purchases was made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

J. Director Report

Director Olson thanked the board for their support in her first year as director. Donna reported on the repositioning of the furniture throughout the library; the military wall of honor will remain in the community room thru the month of November.

K. Staff Reports:

Adult Services Report
Submitted for board review and filed.

Youth Services Report
K. Merucci informed the board of the youth department's visits to the South Lyon Community Elementary Schools during parent teacher conferences. Kathy Merucci and Mary Daugherty visited Sayre and Kent Lake Schools with J. Levin from the Lyon Twp. Library.

Technology Report
Submitted for board review and filed.

Property Manager Report
Submitted for board review and filed.

President Hamilton commented she is happy to see the staff reports are meeting the goals of the community.

L. Committee Reports:

- Advocacy/Fundraising:
Previous agenda item.
- Facilities Committee:
See Agenda items.
- Policy Committee:
See Agenda Items.
- Budget Committee:
See Agenda items.

- Long Range Planning
No update.
- Professional Development
Director Olson's 1st review took place with J. Salvatore and Pres. Hamilton.

M. Correspondence & Communications

QSAC Certificates for Enhanced and Essential Level granted November 2017 and expires November 2020.

N. Old Business

1. Selection of Financial Advisor for Municipal Bond

J. Quigly motioned to approve MFCI as our financial advisor, seconded by D. McNeill. The motion carried; J. Bernardino dissented.

David McNeill will notify the Budget Committee to bring a timetable from the bonding agent to the January meeting and will invite Mr. Axe to attend if necessary.

2. Children's Expansion Master Plan

A. Standard Form of Agreement Between Owner and Construction Manager

David McNeill motioned to have the contract sent back for correction of errors and completion of missing information; A. Randall-Ray seconded the motion.

The motion carried unanimously. Board members are asked to provide a list of errors to Dir. Olson by Wednesday, November 29.

Pres. Hamilton will contact Mr. James Schriemer of Conlin, McKenney & Philbrick, P.C. to see if he is available to review the above referenced contract.

B. Schematic Outline Specifications

The schematic outline of the expansion was reviewed with clarifications noted by Director Olson which will be forwarded to Mr. Cieslak.

O. New Business

1. Johnson Controls Planned Service Renewal (01/01/2018-12/31/2018)

David McNeill motioned to approve the HVAC maintenance contract with Johnson Controls for the amount of \$15,557.00; A. Randall-Ray seconded the motion. The motion carried unanimously.

2. Policies:

Policies reviewed with no changes to the original policy: 403 Public Relations, 404 Risk Control, 407 Library Hours, 408 Censorship, 409 ADA Compliance, 410.1 Animals, 421 Cell Phones, 422 Use of Video Monitoring Equipment.

Policy 203 Employee Classification/Benefits sent back to committee for review. To be resubmitted for approval in January, 2018.

Policy 300 Organizational Structure sent back to committee.

Motion to approve Policy 400.0 Children in the Library made by J. Quigly, seconded by D. Mroz. Motion carried unanimously.

Motion to approve Policy 401.0 Collection Development made by D. Mroz, seconded by J. Quigly. Motion carried unanimously.

Motion to approve Policy 402.0 Gifts made by D. Mroz, seconded by A. Randall-Ray. Motion carried unanimously.

Motion to approve Policy 406 Parking Lot made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 410.0 Code of Behavior as amended made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 410.2 Soliciting & Petitioning made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

Motion to approve Policy 416 Public Notices made by J. Salvatore, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 418 Displays/Exhibits made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

Motion to approve Policy 419 Acceptable Internet Use made by J. Salvatore, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 423 Sales Related to Library Programs made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.

Policy 600 Trustee By-laws was reviewed and amended at this meeting as a first submission. Policy will be resubmitted for approval at our January, 2018 meeting.

Motion to approve Policy 808 Fixed Assets Capitalizations made by D. Mroz, seconded by D. McNeill.

It was noted that both the policy and procedure manual should be accessible online.

3. Capital Projects Monies

L.Hamilton motioned to bond for the amount of \$900,000 with MFCI. D. McNeill seconded the motion; the motion carried unanimously.

President Hamilton requested the budget committee to come back after discussion to give a recommendation for the term of the bond (15-20 years).

4. Director Review

J. Salvatore reported the board and staff reviewed Director Olson favorably and noted that Donna was able to move the library forward this past year. Joe has compiled the review data and it will be available to the board.

President Hamilton charged the policy committee to review the assistant director job description and to make a recommendation for requirements for an assistant director.

P. Board Comments

David McNeill is thankful for the board and staff commitment every single day. D. Mroz and J. Quigly thanked Donna for confirming their decision. J. Bernadino informed the board she has started the lengthy trustee training program .

Q. Adjournment:

The meeting was adjourned at 9:22 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 November 27, 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