

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES**  
**Minutes of Regular Meeting**  
**Monday, November 28, 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  
Interim Director: Donna Olson

**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: Hamilton, McNeill, Mroz, Petroskey, Quigly, Randall-Ray, Salvatore, Director Hannon, Interim Director Olson

Visitors: Tyson Mock, Kathy Merucci (Employee Rep), Amber King (Friends), Janet Bernardino, Patti Davies, Jessica Hesselgrave

**B. Approval of Agenda:**

- Linda H. asked to add to the agenda a discussion on the impacts of the Salem Township recycling center fire to the library – new business
- David M. asked to add to the agenda a discussion about the Little Free Library insurance – ongoing to old business
- Jim Q. motioned to approve the agenda with additions, Joe S. seconded. Motion carried unanimously.

**C. Approval of Past Minutes:**

Motion to approve the minutes from the following meetings was made by L. Hamilton and seconded by David M. Motion carried unanimously.

1. Regular meeting October 24, 2016 (16-92V)
2. Special meeting November 2, 2016 (16-93V)
3. Closed session November 2, 2016 (16-94V)
4. Special meeting November 16, 2016 (16-95V)

**D. Introduction of guests:** D. Hannon introduced the visitors. See above.

**E. Public Comment:** None

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

- No report given

- It was noted that the Friends will need a new person to fill Deb Anderson's position as she has stepped down.
- The Friends has asked the board to provide them with a wish list in terms of where their donations to the library could best be used.

**G. Financial Report:**

- D. McNeill reviewed the financial report.
- Motion was made to accept the October 2016 financial report by Linda. This was seconded by Joe S. and motion passed unanimously.

**H. Payroll Approval:**

- Motion was made to approve the October 2016 payroll by Linda H. This was seconded by Joe S. and passed unanimously.

**I. Bills and Credit Card Purchases Approval:**

- Motion was made to approve the October 2016 bills and credit card purchases by Linda H.. This was seconded by Joe S. and passed unanimously.

**J. Director Report:**

- D. Hannon's report was reviewed and filed.

**K. Staff Reports:**

- All staff reports submitted to meeting were board reviewed and filed.

**L. Committee Reports:**

- Advocacy Committee
  - D. Mroz reported that we have met our goal for the \$1500 match from Quadrants on the latest brick sale. We are currently at sales of \$1800.
- Budget Committee –
  - Need to update overtime regulations
- Facilities Committee – No report
- Policy Committee – Need to schedule meeting in January
- Long Range Planning – No Report

**M. Communication and Correspondence** – Reviewed correspondence from Woodward Energy LED light audit and Ann Arbor Data Drive

**N. Old Business:**

- **Final Review of Policy 600** – Linda H. motioned to approved as revised and out lined in the November board pack. This was seconded by Joe S. and approved unanimously. D. McNeill asked that we reconsider adding some of the items from the Commitment to Serve form (which is being removed) to the policy. The policy was approved but will be sent back to the policy committee in 2017 for reconsideration of his request before our yearly review next October.
- **Approval of addendum to Master Plan as of 11/4/16** – The addendum as attached in the November 28<sup>th</sup> board packet was agreed upon by the board.

- **Clarification of public restroom renovations** – As outlined in the letter from Ron C. and attached in the November board packet, all questions were answered as yes. Our previous clarifications on the Service Proposal for Toilet Room Renovations need to be added.
- **Update of insurance for Little Free Library** – The city of South Lyon is still checking on the need for insurance. This item is still pending.

**O. New Business:**

- **Kensington Valley Chamber of Commerce request for a group library card (16-110V)** – It was agreed that the staff can make the decision to provide an exception to which organizations (s) they grant a group library card. Donna and Tyson will figure out the logistics on how to provide to the group.
- **Snow removal contract 2016 -17 (16-111V)** Linda H. motioned to approve the snow removal contract as outlined in the November board pack at the season rate of \$1995. This was seconded by David M. and approved unanimously.
- **Approval for library to be closed Sunday 12/25/16 and 1/1/17 (16-112V).** – Linda H. motioned to approve these closed dates. This was seconded by David M. and approved unanimously.
- **Closure of library & reschedule of board meeting on 1/2/17 in observance of New Year's (16-113V)** – Linda H. directed our attention to the board meeting minutes of January 4, 2016. In these minutes the board did not approve the closure of the library on January 2, 2017. This decision will remain as it was approved on January 4, 2016.
- **Application for library director (will bring to meeting) (16-114V)** – The draft application was brought to the meeting and reviewed by the board. Based on our discussion Tyson Mock will create the online application and post it by December 2<sup>nd</sup>.  
**Director Posting** The director position will be posted by Friday, December 2<sup>nd</sup>. Tyson Mock will create a special Gmail account for all applications. Applicants will be able to upload their resume, cover letter, and application to one place for the interview subcommittee to review. The job will be posted on TLN, MLIB and our library website by Tyson. It will be posted until January 13<sup>th</sup>. Deb, Amy, and David will review all resumes and bring forth to the board the best qualified candidates for further discussion.
- **Status of director transition** – Doreen mentioned that the transition was going smoothly and revised signature cards for the bank were completed at the meeting. Linda H. made a motion that Deb M. signed the employment agreement with Donna Olson as interim director on behalf of the board. This was seconded by Joe S. and approved unanimously.
- **Fire at Salem Recycling Plant** – Linda H. briefly discussed the impact of the fire at the Salem Recycling plant with the board. It was estimated that this fire could end up in creating a loss of around \$5,000 to the library due to the extensive property damage that occurred.

**P. Board Comments:**

The board thanked Doreen for her 20 year service to the library and welcomed Donna on as interim director.

**Q. Adjournment:**

The meeting was adjourned at 9:00PM.

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 28, 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,  
Amy Randall-Ray, Board Secretary  
Reviewed by submission by Deb Mroz