

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Minutes of Regular Meeting
Monday, November 30, 2015

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 November 30, 2015.

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, Mroz, Petroskey, Randall-Ray, Salvatore, Director Hannon, Assistant Director/Network Administrator Garrett Hungerford, Recording Secretary K. Hutchinson. Absent: McNeill.

Visitors: Jeanette Benson, Representative for the Friends of the SSLDL

B. Approval of Agenda:

D. Mroz motioned to add under New Business: Item #5: Communication. L. Hamilton motioned to approve the agenda with addition, J. Quigly seconded. Motion carried unanimously.

C. Approval of Past Minutes:

Motion to approve the minutes from the October 26 Regular Board Meeting was made by L. Hamilton and seconded by L. Petroskey. Motion carried unanimously.

D. Introduction of guests.

D. Hannon introduced the visitor.

E. Public Comment:

None.

F. Friends of the Library Report:

Jeanette reported the Friends met in November and approved the purchase of liability insurance. They have set the book sale dates for 2016, and have adopted a new book

donation policy. The direct sales of used books on Amazon has netted sales of 6 books within the first week of listings. The Friends also attended the Friends of Michigan Workshop in Chelsea.

G. Financial Report

L. Petroskey presented the October financial report. Motion to accept the financial statements was made by J. Quigly, seconded by L. Hamilton. Motion carried unanimously.

H. Payroll Report for October 2015.

Motion to approve Pay 21 & 22 was made by L. Hamilton, seconded by J. Quigly. Motion carried unanimously.

I. Board review of Bills and Credit Card Purchases for October 2015.

Motion to approve checks 14750--14801, and credit card purchases was made by L. Hamilton, seconded by A. Randall-Ray. Motion carried unanimously.

J. Director Report

D. Hannon's report was reviewed and filed.

K. Staff Reports:

Assistant Director/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.

L. Committee Reports:

- Advocacy/Fundraising:
Annual appeal letter has been mailed.
Euchre Event: February 12, 2016.

- Professional Development:
- Long Range Planning:
Action item on agenda.
- Facilities Committee:
Tour of new HVAC installation.
- Policy Committee:
On agenda
- Budget Committee:
Nothing to report.

M. Correspondence & Communications:
TLN Bits & Pieces

N. Old Business:

1. Final review of policy 600.
L. Hamilton motioned to approve, J. Salvatore seconded. Motion passed unanimously.

O. New Business:

1. Annual Disclosure letter presented.
2. Stantec invoice presented.
3. Draft of strategic plan presented: Kimberly Bolan & Associates, LLC will be presenting at the January 4th board meeting. The board discussed some concerns regarding the current draft and the following suggestions were made: (a) we need to insure that we identify metrics against the plan (b) we need to prioritize the list from the plan (c) the financial impact against the goals needs to be identified and (d) timelines for actions needs to be identified. It was requested that we ask Bolan and Associates to add a column to the plan to track implementation and cost so it is readily identifiable.
4. Review of Policies:
 - Policy 208.1 – L. Hamilton motioned to accept, seconded by J. Salvatore. Motion carried unanimously.
 - Policy 209.1 – This policy is being sent back to the Policy Committee for revision based on our revised timing plan for the director’s review.

- Policy 211 – L. Hamilton motioned to accept as amended, seconded by J. Salvatore. Motion carried unanimously.
- Policy 402 – J. Salvatore motioned to accept, seconded by L. Hamilton. Motion carried unanimously.
- Policy 403 – L. Hamilton motioned to accept, seconded by A. Randall-Ray. Motion carried unanimously.
- Policy 404 – L. Hamilton motioned to accept, seconded by J. Salvatore. Motion carried unanimously.
- Policy 407 – L. Hamilton motioned to accept, seconded by J. Salvatore. Motion carried unanimously.
- Policy 408 – L. Hamilton motioned to accept, seconded by J. Salvatore. Motion carried unanimously.
- Policy 409 - L. Hamilton motioned to accept, seconded by J. Salvatore. Motion carried unanimously.
- Policy 410 – L. Hamilton motioned to accept as amended, seconded by J. Salvatore. Motion carried unanimously.
- Policy 410.2 – L. Hamilton motioned to accept, seconded by J. Salvatore. Motion carried unanimously.
- Policy 416 – L. Hamilton motioned to accept, seconded by J. Salvatore. Motion carried unanimously.
- Policy 418 – L. Hamilton motioned to accept, seconded by J. Salvatore. Motion carried unanimously.
- Policy 502 – L. Hamilton motioned to accept as amended, seconded by J. Salvatore. Motion carried unanimously.

5. **Communication:**

A few general issues regarding communication were discussed:

(1) Formal expectation of trustee absence in reference to board meeting: (a) It is not the Director's responsibility to inform absent trustees of the outcome of the board meeting. (b) Trustees who are unable to attend a board meeting are asked to contact the board president in advance (by email, text, or phone call). This will allow the president time to make the necessary decision regarding a quorum to hold the board meeting. (b) Draft minutes from the Board Meeting will be forwarded to all trustees. After reading the minutes if any questions remain regarding the proceedings, trustees should contact the person who moderated the meeting for further clarification. (2) Videotaping: If there is prior notification regarding an absence, a request can be made to videotape the board meeting. (3) Staff representative: L. Hamilton provided a brief history on the role of the staff rep when she was previously on the board. Our discussion resulted in the following: (a) staff input is valued and a staff rep would be valuable (b) The role of staff representative is to attend the board meeting, disseminate any information from the meeting, discuss with co-workers and report to the board as necessary any concerns or suggestions relative to agenda action items. (c) Rather than assign a specific agenda line item for reporting, the staff rep can add comments at the appropriate time when the issue is discussed. They are also allowed to comment during Public Comment if they need to make a general comment not related to a specific agenda item. (d) The staff can decide if they want the same rep

or rotating reps at the meetings. (e) All usual protocols will still be followed regarding internal issues not dealt with by the board. (f) President Mroz will attend the staff meeting on Friday, December 4th and talk about the staff representative function.

P. Board Comments:
J. Salvatore loves the HVAC system.

Q. 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 November 30, 2015, 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