

**SALEM-SOUTH LYON DISTRICT LIBRARY**  
**BOARD OF TRUSTEES**  
**Minutes of Regular Meeting**  
**Monday, April 30, 2018**

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 April 30, 2018.

**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, McNeill, Mroz, J. Bernardino, J. Quigly, A. Randall-Ray, J. Salvatore, Director Olson, and Recording Secretary K. Hutchinson.

Visitors: Janet Kasier, Friends Representative  
Lindsay Gerhardt, Public Relations Rep.  
M. Brinkerhoff, Staff Representative  
R. Hoster, Staff Rep.

**B. Approval of Agenda**

J. Salvatore motioned to approve the agenda, seconded by A. Randall-Ray. Motion carried unanimously.

**C. Approval of Draft Minutes from March 26, 2018 Meeting**

Motion to approve the minutes from the March 26, 2018 Board Meeting was made by J. Salvatore, seconded by A. Randall-Ray. Motion carried unanimously.

**D. Introduction of Guests**

Director Olson introduced the guests.

**E. Public Comment**

None.

**F. Friends of the Library Report**

J. Kasier reported the Friends recently had a successful audit of their books. The Friends Board still needs two board members. The gardens opened this past weekend; presently there are 30 gardeners caring for the landscape. The Four Seasons Garden Walk (July 14<sup>th</sup>) will stop at the library this year as part of the tour. The Friends Club has two Fun Fest activities planned at McHattie Park at the Little Free Library. They plan on holding story times at the event. President Hamilton thanked the Friends for their generous donation in this fiscal year.

**G. Financial Report**

**Acceptance for the March 2018 Financial Report**

Motion to accept the financial statements from March 2018 was made by J. Quigly, seconded by J. Bernardino. Motion carried unanimously.

**H. Approval for Payroll Report for March 2018**

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

**I. Approval for Board Review of Bills and Credit Purchases for March 2018**

Motion to approve checks 15713-15738 and credit card purchases was made by J. Salvatore, seconded by D. McNeill. Motion carried unanimously.

**J. Director Report**

Report filed.

**K. Staff Reports:**

Adult Services Report  
Submitted for board review and filed.

PR/Marketing Report  
Submitted for board review and filed.

Property Maintenance Report  
Submitted for board review and filed.

Technology Report  
Submitted for board review and filed.

Youth Services Report  
Submitted for board review and filed.

**L. Committee Reports:**

- Advocacy/Fundraising:  
Currently working on Christmas Tea with Coral Sash.
- Facilities Committee:  
See Agenda items.
- Policy Committee:  
See Agenda items..
- Budget Committee:  
See Agenda items.
- Long Range Planning  
No update at this time.
- Professional Development  
No update at this time.

**M. Correspondence & Communications**

Local government law bulletin for April 2018

**N. Old Business**

1. Draft Budget for upcoming fiscal year 2018-2019  
Treasurer McNeill presented the draft budget with the corresponding detail.

2. Children's Expansion

- i. Cieslak Invoices

D. McNeill motioned to approve Merritt Cieslak Design Invoices #3103 in the amount of \$9,699.38; J. Salvatore seconded the motion. The motion carried unanimously.

**O. New Business**

1. Placement of bond receipts

D. McNeill presented updated information on the different banking avenues for depositing of the bond proceeds and the associated interest rates and time requirements for draws and/or wire transfers on the funds. After discussion, Pres. Hamilton motioned to move forward with "M Class" – Michigan Cooperative Liquid Asset Security System as an official depository of the SSLDL; D. Mroz seconded the motion. The motion carried unanimously.

On the bond resolution document, it was expressed by all members of the board their dissatisfaction with the formal document and all the errors in the document. Due to the excessive input the board has provided to Clark Hill PLC the Board expressed their desire to have some remediation of the billing for the contract. Pres. Hamilton expressed the need to have a clean copy of the bond resolution so the Board Members will be able to sign the document at the next scheduled meeting.

2. Policy Committee

1. Policies reviewed with no changes: 101.1 Policy Manual, 201 Employment Practices, 201.2 Internal Posting, 202 Pay Schedule, 203 Employee Classification/Benefits, 206 Break Periods, 207 Employee Conduct, 207.1 Sexual Harassment, 207.2 Social Media, 218 Jury Duty & Subpoenas, 219 Bereavement Pay, 220 Military Service, 221 Review of Personnel Records, 300 Organizational Structure, 600 Trustee By-laws, 601 Electronic Communication, 711 Public Comment at Board and Committee Meetings, 801 Board Business Expenses, 804 Expenditure, 808 Fixed Assets Capitalizations.

2. Motion to approve Policy 208 Grievances & Appeals made by D. Mroz, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 208.1 Whistleblower made by D. Mroz, seconded by A. Randall-Ray. Motion carried unanimously.

Motion to approve Policy 209.1 Director Performance Review made by J. Quigly, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 211 Resignation or Dismissal made by J. Bernardino, seconded by D. Mroz. Motion carried unanimously.

Motion to approve Policy 212 Dress Code made by J. Quigly, seconded by D. Mroz. Motion carried unanimously.

Motion to approve Policy 213 Paid Time Off made by D. McNeill, seconded by J. Quigly. Motion carried unanimously,

Motion to approve Policy 215 Family & Medical Leave Act Made by D. Mroz, seconded by A. Randall-Ray. Motion carried unanimously.

Motion to approve Policy 224 Compensation for Emergency Closings made by J. Quigly, seconded by D. Mroz. Motion carried unanimously.

Motion to approve Policy 301 Library Director made by D. McNeill, seconded by D. Mroz. Motion carried unanimously.

Motion to approve Policy 502 Patron Eligibility/Customer Eligibility made by J. Bernardino, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 701 Privacy made by J. Quigly, seconded by D. McNeill. Motion carried unanimously.

Motion to approve Policy 807 Investment made by J. Quigly, seconded by J. Bernardino. Motion carried unanimously.

## **P. Board Comments**

J. Quigly thanked the commitment from the board members on the work of the bond resolution. D. Mroz thanked K. Hutchinson for her diligence in recording the minutes

of the meetings. J. Bernardino reported she made a presentation to Salem Township regarding the bike path and she would like to present to the City of South Lyon and the Township of Green Oak to garner community support. After discussion, Pres. Hamilton requested Director Olson to share with Mr. Cieslak the Board's viewpoint that the bike path is under consideration at this time and we are looking for future partners to help defray the cost because it is not in the current expansion budget.

**Q. Adjournment:**

The meeting was adjourned at 8:08 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 April 30, 2018, 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