

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF  
TRUSTEES**

**Minutes of Special Board Meeting  
Wednesday, November 16, 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

Minutes of the Special Board Meeting of November 16, 2016.

**A. Call meeting to order and verify quorum.**

President Mroz called the meeting to order at 7:00 PM in study room #1 of the Salem-South Lyon District Library. Present: A. Randall-Ray, Mroz, Hamilton, McNeill, Quigly, Salvatore, Director Hannon, Recording Secretary K. Hutchinson, Adult Dept. Head, Donna Olson.  
Absent: L. Petroskey

**B. Approval of Agenda:**

L. Hamilton motioned to approve agenda, J. Salvatore seconded. Motion carried unanimously.

**C. Public Comment:**

None.

**D. Acknowledgement of Director Hannon's Resignation**

L. Hamilton motioned to accept Director Hannon's letter of resignation with regret; seconded by J. Quigly. Motion carried unanimously.

**E. New Business:**

1. Interim director candidate interview

The board interviewed candidate Donna Olson. Following the interview L. Hamilton motioned to hire Donna Olson as Interim Director at Step Level 6 with the annualized salary of \$60,000 with full time benefits (6.5% deferred compensation contribution by SSLDL, PTO benefits derived from procedure

manual) for a period of not less than 90 days, effective November 17, 2016. D. McNeill seconded the motion. President Mroz called for a roll call vote. A. Randall-Ray called the roll:

- J. Quigly: Yes;
- D. Mroz: Yes;
- L. Hamilton: Yes;
- J. Salvatore: Yes;
- D. McNeill: Yes;
- A. Randall-Ray: Yes.

The motion carried unanimously. Donna will work with Doreen for a smooth transition beginning immediately.

2. Budget & Miscellaneous Issues with Director Vacancy

- A. The board agreed that the position of Assistant Director needs to be readdressed next year after the new Director is hired.
- B. With the departure of Director Hannon, new bank signature cards will be required so the interim director can sign checks. K. Hutchinson will take care of this issue.

3. Director Posting

Board reviewed the draft of the Director posting. Revisions will be made by D. Mroz for review and approval at the November 28<sup>th</sup> Board Meeting.

4. Director Search Subcommittee

A subcommittee was formed with members D. Mroz, A. Randall-Ray and D. McNeill to review incoming applicant submissions in order to narrow the field of candidates. D. Mroz would like 2 staff personnel to offer input on the candidates during the interview process but the SSLDL board is responsible for the director employment decision.

5. Director Performance Goals & Objectives

Exit interview is scheduled for 6 p.m. on Monday, November 28.

The board would appreciate any additional information or suggestions to become a better board.

6. Policy 600

Last year the issue was raised regarding the significance of having the Commitment to Serve form included in Policy 600 and signed each year. Taking the oath of office after elected is a commitment to the responsibilities the board member undertakes making the form unnecessary. Based on this discussion, the recommendation to remove this form from policy 600 will take place at the November 28 board meeting.

**F. Request for Closed Session**

No need for closed session.

**G. Adjournment**

The meeting was adjourned at 9:15 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 16, 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,

Kathleen Hutchinson, Recording Secretary

Reviewed for submission by A. Randall-Ray, Library Board Secretary