

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES**  
**Minutes of Regular Board Meeting**  
**Monday, November 25, 2024**

President: Denise Stacer  
Vice President: Linda Hamilton  
Treasurer: Daniel Siivola  
Secretary: Hattie Maguire  
At Large: Pat Peruski; Russell Sims; Erin Petricca  
Director: Paulina Poplawska  
Assistant Director: Kathleen Hutchinson  
Head of Marketing: Tracy Robinson  
Head of IT: Kevin Campbell  
Head of Facilities: Norm Pratt  
Recording Secretary: Kevin Campbell

**A. Call meeting to order and verify quorum (24-256)**

President Stacer called the meeting to order in the Meeting Room #1 at the Salem-South Lyon District Library at 7:01 p.m.

L. Hamilton, P. Peruski, D. Siivola, R. Sims, H. Maguire, P. Poplawska, K. Hutchinson,  
T. Robinson, K. Campbell, N. Pratt  
K. Campbell - Recording Secretary  
J. Van Dam – Staff Representative  
Kristine Downs – Friends Representative  
Absent: P. Peruski (excused)  
Ian Rees – Gabridge & Company, PLC (Virtual via Zoom)

**B. Approval of agenda (24-257V)**

Motion to approve the agenda was made by L. Hamilton; seconded by D.  
Siivola.  
Yes: 6;  
No: 0.  
Motion Carried.

**C. Introduction of guests (24-258)**

Guests were introduced by P. Poplawska.

**D. Audit Report Presentation – Ian Rees, Gabridge & Company, PLC**

**1. Acceptance of Audit (24-259V)**

L. Hamilton asked about the delay in the audit report. I. Rees stated that he will reach out in May and be more communicative going forward.

Motion to approve the audit report made by L. Hamilton Seconded by H. Maguire.

Yes: 6;

No: 0.

Motion Carried.

#### **E. Approval of past minutes from Regular Board Meeting on October 28, 2024 (24-260V)**

Motion to approve the September 28, 2024, minutes was made by L.

Hamilton; seconded by E. Petricca.

Yes: 6;

No: 0.

Motion Carried.

#### **F. Public Comment (24-261)**

No public comment.

#### **G. Friends of the Library Report (24-262)**

Friends report was submitted and filed by Kristine Downs.

#### **H. Financial Report**

##### **1. Acceptance of October 2024 Financial Report (24-263V)**

Motion to accept the October 2024 financial report was made by L. Hamilton; seconded by R. Sims.

Yes: 6;

No: 0.

Motion Carried.

#### **I. Approval for Payroll Report October 2024 (24-264V)**

Motion was made to approve the October 2024 Payroll report made by L.

Hamilton; seconded by R. Sims.

Yes: 6;

No: 0.

Motion Carried.

#### **J. Approval for Board Review of Bills and credit card purchases for October 2024 (24-265V)**

Motion to approve Bills and Credit Card purchases for October 2024 was made by L. Hamilton; seconded by H. Maguire.

Yes: 6;

No: 0.

Motion Carried.

## **K. Director Report (24-266)**

Submitted for board review by P. Poplawska and filed.

## **L. Staff Reports (24-267)**

Submitted for board review and filed.

## **M. Committee Reports**

### **1. Advocacy (24-268)**

### **2. Facilities (24-269)**

### **3. Policy Committee**

A. Policies reviewed with changes: 203,213, 217 (24-270)

Motion to approve 203, 213, 217 as written by H. Maguire; seconded by L. Hamilton  
(Policies take effect January 1, 2025)

Yes: 5;

No: 1 (D. Siivola).

Motion Carried.

### **4. Budget**

A. Impact to budget from Earned Sick Time Act (24-271V)

### **5. Professional Development**

A. Suggestions for 2025 (24-272)

## **N. Correspondence and communications (24–273)**

No correspondence or communications.

## **O. Old Business (24-274)**

No Old Business.

**P. New Business**

1. Library Director Goals (24-275)  
P. Poplawska submitted and filed the Director Goals.  
L. Hamilton requested that changes be made and resubmitted by the next board meeting.
2. Officers for 2025 (24-276)
3. Committees for 2025 (24-277)

**Q. Board Comments (24-278)**

No board comments

**R. Adjournment (24-279)**

Meeting adjourned at 8:39 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes of a special budget and regular meeting of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, State of Michigan, held on November 25 2024, 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 Executive Order 2020-75 and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Respectfully submitted, Kevin Campbell, Recording Secretary