

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Minutes of Regular Board Meeting
Monday, April 28, 2025

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 Information Services: Kathy Merucci	
Head of IT: Kevin Campbell	Recording Secretary: Kevin Campbell

A. Call meeting to order and verify quorum (25-88)

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

Present: D. Stacer, L. Hamilton, P. Peruski, D. Siivola, R. Sims, E. Petricca, P. Poplawska, K. Hutchinson, K. Merucci, T. Robinson, K. Campbell, N. Pratt
K. Campbell - Recording Secretary T. McIntosh – Staff Representative
K. Housman – Friends Representative

Not Present: H. Maguire (Excused)

B. Approval of agenda (25-89V)

Motion to accept the agenda as amended: add to the agenda under facilities a discussion about waiving the purchasing policy for the security camera vendor selection and to acquire consulting on the generator was made L. Hamilton; seconded by E. Petricca.

Yes: 6;
No: 0.
Motion Carried.

C. Introduction of guests (25-90)

Guests were introduced by P. Poplawska.

D. Approval of past minutes from Regular Board Meeting on March 31, 2025 (25-91V)

Motion to approve the March 31, 2025, minutes was made by L. Hamilton; seconded by R. Sims.

Yes: 6;
No: 0.
Motion Carried.

E. Public comment (25-92)

No public comment.

F. Friends of the Library Report (25-93)

K. Housman added comments on the Friends efforts to update the means of receiving monies for memberships, the membership drive, and the upcoming Friends meeting.

G. Financial Report

1. Acceptance of March 2025 Financial Report (25-94V)

Motion to accept the March 2025 financial report was made by L. Hamilton; seconded by D. Siivola.

Yes: 6;

No: 0.

Motion Carried.

H. Approval for Payroll Report March 2025 (25-95V)

Motion to approve the March 2025 Payroll report was made by L. Hamilton; seconded by D. Siivola.

Yes: 6;

No: 0.

Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for March 2025 (25-96V)

Motion to approve Bills and Credit Card purchases for March 2025 was made by L. Hamilton; seconded by P. Peruski.

Yes: 6;

No: 0.

Motion Carried.

J. Director Report (25-97)

Submitted for board review by P. Poplawska and filed.

K. Staff Reports (25-98)

Submitted for board review and filed.

L. Committee Reports

1. Advocacy/Marketing (25-99)

2. Facilities (25-100)

Motion to waive the purchasing policy on the contingency that the provided quotes are broken down by parts and labor was made by L. Hamilton; seconded by D. Siivola.

Yes: 6;

No: 0.

Motion Carried.

Motion to approve the hiring of MEEC at a cost not to exceed \$20,000 to consult on the way to proceed with the generator was made by L. Hamilton; seconded by D. Siivola.

Yes: 6;

No: 0.

Motion Carried.

3. Budget

a. Recommendation to amend current Fiscal Year Budget 2024-2025 (25-101V)

Motion to amend the budget as recommended to increase revenue to Cost Center 450 (Interest Income) by \$12,000 and to increase Cost Center 514 (Advertising) by \$12,000 was made by L. Hamilton; seconded by E. Petricca.

Yes: 6;

No: 0.

Motion Carried.

b. Recommendation for Personnel Cost Center for Fiscal Year 2025-2026 (102V)

Motion to add staff benefits, birthdays and EAP, at a cost of \$16.21 per employee per year excluding minors was moved by L. Hamilton; seconded by D. Siivola.

4. Policy Committee

a. Policies reviewed with no changes: 207.2, 209.1, 217, 213, 221, 224, 601 (25-103V)

b. Policies reviewed with changes: 203, 211, 212, 215, 218, 219, 220, 402, 403, 416, 419 (25-104V)

Motion to accept the changes as presented and discussed was made by L.Hamilton; seconded by R. Sims.

Yes: 6;

No: 0.

Motion Carried.

For Policy 203:

Add under all employees, employee assistance program (EAP) except for minors striking the phrase "for FY 2024-2025" to include birthday pay as a benefit.

For Policy 402:

Add in the year to the Michigan Community Foundation Act 38 of 2017

Under Policy 402, gifts under \$10,000 can be accepted by the director and above \$10,000 must be approved by the board on materials, equipment and furniture, landscaping, and art.

For Policy 203:

Motion to accept the changes was made by L. Hamilton; seconded by D. Siivola.

Yes: 6;

No: 0.

Motion Carried.

5. Professional Development (25-105)

M. Correspondence and communications (25-106)

N. Old Business (25-84)

O. New Business

1. Security Camera Vendor Selection (25-108V)

P. Board Comments (25-109)

There were board comments.

Q. Adjournment (25-110)

Meeting adjourned at 8:29 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 March 31, 2025, 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