

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

**Minutes of Regular Board Meeting**

**Monday, August 25, 2025**

President: Denise Stacer  
Treasurer: Daniel Siivola  
At Large: Pat Peruski; Russell Sims; Erin Petricca  
Director: Paulina Poplawska  
Head of Information Services: Kathy Merucci  
Head of IT: Kevin Campbell

Vice President: Linda Hamilton  
Secretary: Hattie Maguire  
Assistant Director: Kathleen Hutchinson  
Recording Secretary: Kevin Campbell

**A. Call meeting to order and verify quorum (25-192)**

President Stacer called the meeting to order in the Meeting Room 1 at the Salem-South Lyon District Library at 7:09 p.m. due to room availability.

Present: D. Stacer, L. Hamilton, P. Peruski, E. Petricca, D. Siivola, H. Maguire, R. Sims, P. Poplawska, K. Merucci, K. Campbell, N. Pratt

K. Campbell - Recording Secretary                      K. Merucci – Staff Representative

**B. Approval of agenda (25-193V)**

Motion to accept the agenda was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;  
No: 0.  
Motion Carried.

**C. Introduction of guests (25-194)**

Guests were introduced by P. Poplawska.

**D. Approval of past minutes:**

1. Regular Board Meeting on July 28, 2025 (25-195V)

Motion to approve the past minutes from July 28, 2025, was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;  
No: 0.

Motion Carried.

2. Special Board Meeting on August 11, 2025 (25-196V)

Motion to approve the past minutes from August 11, 2025, was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;  
No: 0.  
Motion Carried.

## **E. Public Comment (25-197)**

There was no public comment.

## **F. Friends of the Library Report (25-198)**

Submitted and filed by Friends.

## **G. Financial Report**

### **a. Acceptance of the July 2025 Financial Report (25-199V)**

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

Yes: 7;

No: 0.

Motion Carried.

## **H. Approval for Payroll Report July 2025 (25-200V)**

Motion to approve the July 2025 payroll report was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

## **I. Approval for Board Review of Bills and credit card purchases for July 2025 (25-201V)**

Motion to approve the July 2025 bills and credit card purchases was made by L. Hamilton; seconded by P. Peruski.

Yes: 7:

No: 0:

Motion Carried.

## **J. 2025 Annual Report (25-202)**

Submitted for board review and filed. Suggestions were made on the draft to be completed prior to publication on the website.

## **K. Director Report & Staff Reports – July 2025 (25-203)**

Submitted for board review and filed.

## **L. Committee Reports**

### **1. Advocacy Marketing (25-204)**

The Fall 2025 mailer went out to households. Suggestions to include in every issue included: expanded hours for the fall, features and stories, how to support our library, and give successes in every issue.

## 2. Facilities (25-205)

The generator will be manufactured in the first week of November.

## 3. Budget (25-206)

Motion for the Budget Committee to prepare and present recommendations identifying specific projects for which donated funds from the Jean Flack stock gift should be designated to was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;

No: 0.

Motion Carried.

## 4. Policy Committee

Motion to not discuss Lyon Townships eligibility to use the Salem-South Lyon District Library until their new facility is operational for 90 days. There will also be a survey of all Lyon Township residents within 1.5 miles from the library to see which library they would use. This motion was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;

No: 0.

Motion Carried.

a. Policies reviewed with no changes: 300, 406, 410, 410.1, 423, 600, 801, 808, 809 (207V) No vote needed

b. Policies reviewed with changes: 209.1, 301, 400, 401, 404, 407, 409, 417.1, 418, 422, 502.0, 701, 711, 804, 807 (208V)

Moved to approve Policy 422 was made by H. Maguire; seconded by L. Hamilton.

Yes: 7;

No: 0.

Motion Carried.

Motion to change Salem South Lyon District Library to SSLDL was made by H. Maguire; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

Moved to approve the changes to policy 701 was made by H. Maguire, seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

Motion to remove the words from policy 502 “TLN supports cost recovery measures” was made by H. Maguire; seconded by D. Siivola.

Yes: 7;  
No: 0.  
Motion Carried.

c. New Policy: 702 (209V)

Motion that the policy committee do a second reading of policy 702 before it is added within the discussion of overall computer use policy was made by H. Maguire; seconded by L. Hamilton.

Yes: 7;  
No: 0.  
Motion Carried.

5. Professional Development (25-210)

**M. Correspondence and communications (25-211)**

**N. Old Business (25-212)**

**O. New Business**

1. 2026 Holidays and Board Meetings (25-213V)

Board Meetings:

February 23, 2026, 7 p.m.

March 30, 2026, 7 p.m.

April 27, 2026, 7 p.m.

May 18, 2026, 7 p.m. (Special Budget Meeting)

June 29, 2026, 7 p.m.

July 27, 2026, 7 p.m.

August 31, 2026, 7 p.m.

September 28, 2026, 7 p.m.

October 26, 2026, 7 p.m.

November 30, 2026, 7 p.m.

No Meeting in December

January 4, 2027, 7 p.m.

January 25, 2027, 7 p.m.

Holiday Closures:

Thursday, January 1, 2026, New Year's Day

Saturday, May 23 & Monday, May 25, 2026, Memorial Day

Friday, July 3 & Saturday, July 4, 2026, Independence Day

Saturday, September 5 & Monday, September 7, 2026, Labor Day

Wednesday, Nov. 25 (early closure @ 5 p.m.), Thursday, Nov. 26, & Friday, Nov. 27, 2026,  
Thanksgiving

Thursday, Dec. 24, Friday, Dec. 25, 2025, & Saturday, Dec. 26, 2025, Christmas

Thursday, December 31, 2026, New Year's Eve

Motion to approve the board meeting schedule as submitted was made by L. Hamilton; seconded by P. Peruski.

Yes: 7;

No: 0.

Motion Carried.

Motion to accept the library holiday closures for 2026 as submitted was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

## 2. Sale of Current Generator (25-214V)

Motion to contact Cummins for a price to buy our old generator or to put it up for bid was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

## **P. Board Comments (25-215)**

There were board comments.

## **R. Adjournment (25-216)**

Meeting adjourned at 8:37 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 August 25, 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