

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Draft Minutes of Regular Board Meeting
Monday, October 27, 2025

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

Vice President: Linda Hamilton
Secretary: Hattie Maguire

Recording Secretary: Kevin Campbell

A. Call meeting to order and verify quorum (25-245)

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

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

Kristine Downs – Friends Representative

K. Campbell - Recording Secretary

B. Approval of agenda (25-246V)

Motion to accept the agenda amended to add annual report under old business was made by D. Stacer seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

C. Introduction of guests (25-247)

Guests were introduced by K. Hutchinson

D. Presentation of the 2024-2025 Audit by Ian Rees from Gabridge and Company, PLC (25-248)

Audit was presented by Ian Rees from Gabridge

E. Approval of past minutes of the Regular Board Meeting on September 29, 2025 (25-249V)

Motion to approve the past minutes from September 29, 2025, was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;

No: 0.

Motion Carried.

F. Public Comment (25-250)

There was no Public Comment

G. Friends of the Library Report (25-251)

Submitted and filed by Friends.

H. Financial Report

1. Acceptance of the September 2025 Financial Report (25-252V)

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

Yes: 7;

No: 0.

Motion Carried.

I. Approval for Payroll Report September 2025 (25-253V)

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

Yes: 7;

No: 0.

Motion Carried.

J. Approval for Board Review of Bills and credit card purchases for September 2025 (25-254V)

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

Yes: 7;

No: 0.

Motion Carried.

K. Director/Leadership Team Report (25-255)

Submitted by P. Poplawska and the Leadership Team for board review and filed.

L. Staff Reports (25-256)

Submitted for board review and filed.

M. Committee Reports

1. Advocacy Marketing (25-257)

2. Facilities (25-258)

3. Budget (25-230)

a. Acceptance of the 2024 – 2025 Audit (25-259V)

Motion to accept the second draft of the 2024 – 2025 audit by D. Siivola, Seconded by R. Sims

Yes: 7;

No: 0.

Motion Carried.

4. Policy Committee (25-260)

5. Professional Development

A. Potential work session date March 2, 2026 (25-261)

6. Director Search Committee

A. Director Exit Interview (25-262)

B. Approve the Director Job Description (25-263)

Add to the terms of employment will have completed the Library of Michigan New Director Workshop within the first year of appointment and will complete the Advanced Director Workshop within the probationary period

Motion to approve the director's job description checked by Hattie, by L. Hamilton Seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

Will need to pass criminal history, financial check and social media investigation as they will need to be bonded.

C. Tentative timeline for the Director Search Process (25-264)

M. Correspondence and communications

1. Letter from the Michigan Library Association (25-265)

N. Old Business

1. Generator Updates (25-266)

2. Review Invoice #1 (25-267V)

Motion to approve the invoice from A. F. Smith Electric INC for the amount of \$24,400.00 moved by L. Hamilton; Seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

O. New Business (25-268)

Motion to have a member of the leadership team designate a staff member to make the changes to the annual report as suggested by the board by L. Hamilton. Seconded by R. Sims.

The board recommends that we should have a library card requirement or home address for all events

P. Board Comments (25-269)

There were board comments.

R. Adjournment (25-270)

Meeting adjourned at 8:25 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 October 27, 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