

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES  
Draft Minutes of Regular Board Meeting  
Monday, February 2nd, 2026

President: Denise Stacer

Vice President: Linda Hamilton

Treasurer: Daniel Siivola

Secretary: Hattie Maguire

At Large: Pat Peruski; Russell Sims; Erin Petricca

Director: Kathy Merucci

Assistant Director: Kathleen Hutchinson

Head of IT: Kevin Campbell

Kasey Hill – Staff Representative

**A. Call meeting to order and verify quorum (26-42)**

President Stacer called the meeting to order in the Olson Meeting Room at the Salem-South Lyon District Library at 7:05 p.m.

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

K. Campbell - Recording Secretary

**B. Approval of agenda (26-43V)**

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

Yes: 7;

No: 0.

Motion Carried.

**C. Introduction of guests (26-44)**

Guests introduced by K. Merucci

**D. Approval of past minutes:**

1. Regular Board Meeting on January 5, 2025 (26-45V)

Motion to approve the January 5<sup>th</sup> regular board meeting minutes as amended was made by L. Hamilton, seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

2. Special Board Meeting on January 27, 2025 (26-46V)

Motion to approve the January 27<sup>th</sup> special board meeting minutes was made by L. Hamilton seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

### 3. Special Board Meeting on January 29, 2025 (26-47V)

Motion to approve the January 29<sup>th</sup> special board meeting minutes was made by L. Hamilton seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

### **E. Public Comment (26-48)**

There was no public comment

### **F. Friends of the Library Report (26-49)**

Submitted and filed by the friends

### **G. Financial Report**

#### **1. Acceptance of the December 2025 Financial Report (26-50V)**

Motion to accept the December 2025 financial report by L. Hamilton; seconded by R. Slms.

Yes: 7;

No: 0.

Motion Carried.

### **H. Approval for Payroll Report December 2025 (26-51V)**

Motion to accept the December 2025 payroll report 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 December 2025 (26-52V)**

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

Yes: 7;

No: 0.

Motion Carried.

### **J. Leadership Team Report**

#### **1. Updated Mentor Program**

##### **a. Mentor Feedback (26-53)**

Feedback from staff that just completed the program was well done.

Motion to ensure each module in the mentorship program has clear goals and objectives and each staff member in the program shall have a designated board

member and/or staff member to ask questions by L. Hamilton; seconded by D. Siivola.

Yes: 7;  
No: 0.  
Motion Carried.

For Budget, the mentors would be treasurer and assistant director  
For Policy, the mentors would be the Director and policy chair  
For Facilities, the mentors would be the Head of facilities and facilities chair

**b. Quarterly evaluation form (26-54)**

Direct communication is an essential part of the Mentor Program. A report or presentation to the board should be done with the completion of the 2-year program. Any feedback during the program will be welcome.

**c. Eagle Scout Ceremony for Braden Jose (26-55)**

**K. Staff Reports (26-56)**

**L. Old Business (26-57)**

**M. New Business**

**1. Strategic Plan for March 2, 2026, Meeting (26-58)**

The meeting to discuss strategic plan will take place as part of the March 30th board meeting. The meeting will have an early start at 6 pm. Director goals will be right after public comment.

**2. Quote from Shaw Construction for Adult Renovation (26-60V)**

**Motion to approve this work not to exceed \$180,000 by L. Hamilton, seconded by R. Sims.**

Yes: 7;  
No: 0.  
Motion Carried.

**3. Quotes from LDA for Adult Renovation (26-59V)**

Motion to postpone this decision to Feb. 23<sup>rd</sup> meeting or following meeting (if necessary) as we are waiting for a more detailed quote by L. Hamilton, seconded by H. Maguire

Yes: 7;  
No: 0.  
Motion Carried.

**4. Compensation Committee (26-61V)**

Compensation committee will be formed with President Stacer as chair. L. Hamilton, K. Meruccl and K. Hutchinson will be members along with any others as deemed needed.

## **N. Correspondence and communications (26-62)**

### **O. Committee Reports**

#### **1. Advocacy Marketing (26-63)**

Great job on the newsletter with a new updated format

#### **2. Facilities**

##### **a. Generator Updates**

##### **1. Cummins Credit Memo #68049 and Cummins original quote/bill – July 2, 2025 (26-64V)**

##### **2. S1-251268049 Invoice Cummins for C200N6B Generator (26-65V)**

Motion to approve payment for the amount of \$75,650, (the 8,150 minus the credit from Credit Memo #68049 of \$2,500) by L. Hamilton, seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

##### **3. AF Smith Invoice #250160000004 (26-66V)**

Motion to approve payment for AF Smith Invoice #250160000004 for the remaining balance of \$38,118.49 by L. Hamilton, seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

##### **4. Bass Generator Integration (26-67V)**

Motion to approve the integration of the generator with the bass controls system in the amount of \$6,856 by L. Hamilton, seconded by D. Siivola

Yes: 7;

No: 0.

Motion Carried.

##### **b. Teen/Computer Lab Project Update**

##### **1. Shaw Invoice #25157 (26-68V)**

Motion to approvement payment for the work done by Shaw construction for the amount of \$38,009.73 by L. Hamilton, seconded by R. Sims.

Yes: 7;

No: 0.

Motion Carried.

##### **2. LDA Final invoice #25-253-03 (26-69V)**

Motion to approve the payment of the LDA invoice for the work that was completed for the amount of \$10,000 by L. Hamilton, seconded by E. Petricca

Yes: 7;

No: 0.  
Motion Carried.

**3. Budget (26-70)**

**4. Policy Committee (26-71)**

**5. Professional Development (26-72)**

**6. Director Search Committee  
Updates (26-73)**

The director search committee has been dissolved by the board president.

Motion to have the remaining leadership team members function as a transition team with current pay increase thru 2/9/26 for the new director by L. Hamilton seconded by H. Maguire.

Yes: 7;  
No: 0.  
Motion Carried.

**Probation (26-74)**

The board would like to have a clear job description for the director so that they can evaluate the director's performance at the July 30<sup>th</sup> board meeting

**P. Board Comments (26-75)**

There were board comments.

**Q. Adjournment (26-76)**

Meeting adjourned at 8:40

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 February 2, 2026, 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