

# Orion Township Public Library Board of Trustees Meeting Minutes

Thursday, April 18, 2024, 6:30 P.M.

825 Joslyn Rd., Lake Orion, MI 48362

**Library Purpose: We enrich Orion Township. We accomplish this through a welcoming environment providing lifelong access to knowledge, connection, and discovery.**

1. Call to order – at 6:30 pm.
  - a. Attendees – McMunn, Phillips, Thorndycraft, Pergeau, Quinn, Abramczyk
  - b. Absent with prior notice – Butki
2. Approval of agenda – Quinn/Pergeau. Motion carried.
3. Presentation of audit by Greg Soule of Andrews Hooper Pavlik PLC
  - a. Unmodified opinion – a “Clean” audit.
  - b. Draft audit presented. Final audit to be delivered shortly.
4. Consent agenda – Pergeau/Quinn. Motion carried.
  - a. Minutes of 3/21/2024 Regular Library Board meeting
  - b. Bills from March 2024
5. Financial Statement and Treasurer’s Report as of March 31, 2024 - Received and filed.
6. Public Comment – None present
7. Communications
  - a. Press Coverage – Library Eclipse party featured on page one of the Lake Orion Review.
  - b. Letter to the board – Anonymous letter, concerns of a disgruntled patron.
8. Director’s Report
  - a. Library news and activities
    - i. 4 bids received for automated book return system.
    - ii. Shifting the collection around for better accessibility.
    - iii. Plants being added.
    - iv. Site plans reviewed at the Township Planning Commission on 4/17.
    - v. Panic buttons installed
    - vi. Low vision grant application submitted.
    - vii. Civil war exhibit coming from the Detroit Historical Society.
    - viii. Several staff went to various conferences.
    - ix. Notary services to be offered at the Orion Center.
    - x. Storywalk being worked on with the DDA.
    - xi. Battle of the book finale held last month.
    - xii. 3 applicants for the marketing librarian position.
    - xiii. Library Giving Day garnered some donations as well as some Wish List Items were donated.

xiv. The gardening volunteers proposed adding a flowering vine to the east fence.

b. Usage reports

- i. The director presented usage statistics.
- ii. Physical checkouts are down. Electronic checkouts are up. Visitors are up. Program attendance is down (Battle of the Books was low this year).

c. Advocacy news

- i. The director attended Michigan Library Advocacy Day at the State capital.

9. Old Business

a. Parking lot project

- i. The Township Planning Commission approved our Special Use Permit.
- ii. The Township Planning Commission approved our Site Plan for our Parking Lot improvement project, with condition that the noted exceptions are resolved.

10. Standing Committee Reports

a. Policy – schedule joint HR/Policy committee meeting.

- i. Meeting scheduled for April 25<sup>th</sup> at 11:00 a.m.

b. Finance – updates from Finance Committee meeting

- i. Financial accounting software bids were reviewed. BS&A software was low bidder and committee recommendation. 12-14 months lead time for installation.

c. Fund Development/Strategic Planning

- i. Updates from 4/9/23 meeting. Donor appreciation dinner on June 2, 5-7 pm, at the library.

d. Board Development

- i. Policy Review

e. Building

f. Human Resources – schedule joint HR/Policy Committee meeting

11. Discussion Items

- a. Gun lock distribution – The Oakland County Sheriff's department, Orion sub-station, is interested in partnering with the library for the distribution of gun locks.

12. Action Items

- a. The finance committee recommends approval of BS&A Software, the low bidder, not to exceed \$43,685 over a three-year period for accounting software. The contract includes annual subscription, data conversion and setup, project management, implementation and training of staff, and customer service. Motion carried.

13. Public Comment – none present

14. Trustee Comments

15. Adjournment – 9:08

Respectfully, James J. Abramczyk, Secretary