

Orion Township Public Library
Board of Trustees Meeting Minutes, April 19, 2012

attendance			Policy	Finance	Fund Development	Board development	Building		Advocacy	Technology	Strategic planning	Human Resources	Director Evaluation
y	President	MaryAnne Thorndycraft	x	x	x	c	x		x	x	x	x	x
y	Vice-President	Mary Pergeau			x	x	x		x	c	c		
y	Secretary	Mike Luna			c				x		x		x
y	Trustee	James Abramczyk	c	x			x		x	x		c	
y	Treasurer	James Phillips	x	c			c		x				
y	Trustee	Bert Quinn							x	x		x	
y	Director	Karen Knox											

- 1) Call to order @ 6:37 p.m.
- 2) Agenda: Approved as amended. Moved Abramczyk/Phillips Approved
 - a) Additions of the following to the agenda:
 - i) Communications – Letter from patron and MaryAnne has items
 - ii) Action items – Bank Resolutions
 - iii) Advocacy – Personal property tax
 - b) Bills and Finance report out of the Consent Agenda.
- 3) Consent Agenda: Moved Abramczyk/Phillips Approved as amended.
 - a) Minutes from last meeting
- 4) Financial Statement and Treasurer’s Report from March 2012
- 5) Bills
 - a) Question asked about the Community Lifestyles expense. Knox to confirm that it was for advertisements.
 - b) Moved Abramczyk/Phillips Approved and motion carried to accept the bills as presented.
- 6) Call to the Public – None
- 7) Communications
 - a) ALA 2012 State of America’s Libraries literature was discussed
 - i) No action was taken.
 - b) Press coverage
 - i) Articles highlighting Battle of the Books.
 - c) Comments from patrons about the Lincoln exhibit were positive.
 - d) Alice Cruz’s first monthly column for the Patch. Board member commented the article was enjoyable to read. <http://oaklandtownship.patch.com/> is the link to the main webpage and <http://oaklandtownship.patch.com/columns/library-picks> is the link to Alice’s column.
 - e) "Tools of the Trade" is a column published by Knox in the journal titled "Information Today" was discussed.
 - f) An anonymous letter was received regarding “Fifty Shades of Grey”. Several patrons have requested the collection. This book is on the Best Sellers List. It was noted that the letter did not have the appropriate contact information to proceed with a response per policy.
 - g) Thank you from Karen for the “Meet and Greet” was distributed.
 - h) From Cathleen A. Russ – Director of the Troy Public Library. Gave nice comments to Karen for giving a terrific speech to the Library Administration & Management class on March 28th.

8) Director's report

- a) March was a busy month. Started with Dr. Seuss event and continued with the Lincoln Exhibit.
- b) Senior Center has recently completed the move to the Orion Center. No costs were incurred during the move.
- c) Staff reviewed the \$5.00 per hour fee and will be implemented via a manual tracking process.
- d) Printwell will print our next newsletter. Savings expected to be \$12,000/year.
- e) David Schroeder from OHM discussed with Jim P., Karen and Mike Morris regarding the crosswalks. This is part of the Safety Paths program.
- f) The Geek the Library campaign materials have been received. Karen is in the process of planning the campaign.
- g) The Friends of the Library have their Annual Meeting on Thursday, 4/26/12 after their regular board meeting.
- h) The Women's Night Out is a fundraiser and will be held on Friday, 4/27/12.
- i) Breakfast at Applebee's is a Friends event held to raise money. Tickets are \$5 tickets and are on sale now.
- j) Various Advocacy opportunities were discussed during the Director's Report

9) Old Business

- a) Why we need a new ILS (Integrated Library System).
 - i) Karen and Anne Barnard presented the issues with our current ILS (Horizon) versus the new technology available to Libraries. Discussion occurred between the attendees. Three reputable vendors provide these services. The RFP process will commence. The results will be provided to the Board upon analysis by library staff, led by the Director. Include the option for Hosted servers.
- b) A 40 inch flat screen TV with a wireless connection from a laptop and the mount for the TV will be purchased for use in the Board Room. The approximate cost will be \$1,000.

10) Standing Committee reports

- a) Policy – Review the policies to ensure they are current. More specifically, review the Record Retention and Naming Policies. Meeting scheduled for Monday 4/30/12 at 4:30 p.m.
- b) Finance – Review where we are and where want to be. Monday 4/30/12 at 5:00 p.m.
- c) Fund Development – None
- d) Board Development – None
- e) Building – None
- f) Human Resources – None

11) Ad Hoc Committee Reports

None.

12) Discussion Items

None.

13) Action Items

- a) Bank Resolutions – Requires updated signatures. Motion to accept the resolutions of the financial institutions listed below.

RESOLVED: That the Board of Trustees hereby authorizes the following individuals to sign for, open new, and transact business on behalf of the Orion Township Public Library for any accounts from financial institutions listed on the Authorized Depositories for Public Funds, 2012:

Karen Knox, Director

Leslie Latchman, Bookkeeper

James Phillips, Treasurer – Orion Township Public Library Board of Trustees

The Board of Trustees approves the resolutions for the following financial institutions, copies of which are on file:

Comerica Bank
Bank of America
Huntington Bank
Multi-Bank Securities, Inc.
Lakes Community Credit Union
Fifth Third Bank

- a) ALA Conference - Pergeau moves that the Board allocates a maximum of \$1,500 to pay for Karen to attend the ALA conference, using 2 days of vacation, seconded by Phillips. Motion carried. Congratulations to Karen for the award.

June 28th is the revised date for the June Board meeting. Karen to provide timely notice to the public

14) Advocacy

15) New meetings scheduled

- a) Policy committee to meet at 4:30 p.m. on 4/30/12 at the Library.
- b) Finance committee to meet at 5:30 p.m. on 4/30/12 at the Library.

16) Questions from the Public – No public.

17) Trustee comments

18) Adjournment at 8:59 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library