

Orion Township Public Library
Board of Trustees Meeting Minutes, May 17, 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 @ 6:36 p.m.
- 2) Agenda: Approved as amended. Moved Abramczyk/Phillips Approved
 - a) Additions of the following to the agenda:
 - i) Discussion – Financials
 - ii) Action items – Director review
- 3) Call to the Public – None
- 4) Consent Agenda: Moved Phillips/Abramczyk Approved as amended.
 - a) Minutes from last meeting
- 5) Financial Statement and Treasurer’s Report from April 2012
 - a) On May 9th, over \$79,000 was received from property taxes, with a balance of approximately \$25,000 compared to budget.
- 6) Bills
 - a) Moved Phillips/Luna Approved and motion carried to accept the bills as presented.
- 7) Communications
 - a) Articles from the Staff were reviewed.
 - b) Press coverage
 - i) Article after the “Meet and Greet” was presented.
 - c) Newsletter was reviewed. Positive feedback received.
 - d) The Library’s Retiree Medical Benefits report was reviewed. We will have sufficient funds for the next year. However, we may need to increase contributions to be adequately covered.
 - e) The RFP for an automated ILS was briefly reviewed which is posted on the Library’s website. Sent to 6 different vendors. June 20th is the due date for the RFP.
 - f) The 2011 Annual Report was reviewed.
 - g) Volunteer luncheon on May 22nd at 12:00 p.m.
- 8) Director’s report
 - a) National Library Week.
 - b) Almost \$1,000 was earned during the Women’s Night Out.
 - c) The Garage Sale occurred during the month. Over \$2,300 was raised.
 - d) The Orion Center opened. Delores is running the branch library located on the lower level.
 - e) A refurbished vending machine will be purchased.

- f) Parking spaces will be compliant with the regulations for all voting precincts as a result of a grant received by the Township at no cost to the Library.
 - g) The Friends of the Library are holding their Book Sale.
 - h) Various Advocacy opportunities were discussed during the Director's Report
 - i) Summer Reading Kick-Off will be June 9th from 11:00 a.m. to 2:00 p.m.
 - j) Almost 40,000 people visited the Library during the month.
- 9) Old Business
- a) Status of the RFP for ILS. Discussed above.
 - b) Finance Committee questions
 - i) Comcast bills
 - ii) Library Design contract
- 10) Standing Committee reports
- a) Policy – Minutes from the meeting were sent to the Board.
 - b) Finance – Minutes from the meeting were sent to the Board. The 2012 amended budget was presented and discussed. A reallocation was made from Salaries, as a result of recent personnel changes, to an increase in the Automation/Technology/Databases and Education/Training/Dues line items. Motion from the Finance Committee to accept the 2012 budget as amended. Motion carried.
 - c) Fund Development – Request to monitor the fundraising activities revenue and the related expenses.
 - d) Board Development – Thorndycraft shared with the Board an article on Michigan's scorecard.
 - e) Building – None
 - f) Human Resources – None
- 11) Ad Hoc Committee Reports
None.
- 12) Discussion Items
- a) Discussion of the James Ingram.
 - b) Investigating the oral history collection.
 - c) Discussion of renting the computer lab. \$100.00 per hour is suggested.
 - d) Overdrive WIN. Want It Now. Patron driven acquisitions. Allow patrons to suggest to the Library e-books to purchase.
 - e) The Collaborate had a meeting this morning. Bid out the fire extinguisher certifications. Significant savings are expected.
- 13) Action Items
- a) Director review. This is the 3 month review. Meeting to be scheduled before the next Board meeting.
- 14) Advocacy
- 15) New meetings scheduled
- a) Reminder that the next Board of Trustees meeting is June 28th.
- 16) Questions from the Public – No public.
- 17) Trustee comments
- 18) Adjournment at 8:36 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library