

Orion Township Public Library
Board of Trustees Meeting Minutes, June 28, 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
n	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 @ 6:34 p.m.
- 2) Agenda: Approved as amended. Moved Abramczyk/Quinn Approved
 - a) Additions of the following to the agenda:
 - i) Action Items - Resolution for Oxford
 - ii) Financial portions out of the consent agenda
 - iii) Communications - QSAC
- 3) Consent Agenda: Moved Abramczyk/Phillips Approved.
 - a) Minutes from last meeting
 - b) Bills
- 4) Financial Statement and Treasurer's Report from May 2012
 - a) No further property tax revenue is expected. Therefore the \$25,665 will be the expected deficit compared to budget. A State Aid payment was received in June for just under \$8,000. The other State Aid payment is expected to be received later in the year.
- 5) Call to the Public – None
- 6) Communications
 - a) Articles about the OTPL and from the Staff were reviewed.
 - b) Library design projects summary was discussed and all approved work has been completed.
 - c) Quality Services Audit Checklist (QSAC) – The OPTL was awarded this award by the Library of Michigan as a result of the quality operations and service exhibited by Staff.
- 7) Director's report
 - a) Copy of report is on file.
 - b) May was a busy month, preparing for various events, including the Summer Reading Program preparation.
 - c) 4 out of 6 vendors submitted responses to the RFP for a new ILS.
- 8) Old Business
 - a) Status of the RFP for ILS. 4 received. Knox reviewed all responses.
 - (1) We currently pay around \$34,000 per year in annual maintenance.
 - (2) Training is included in the RFP's.
 - ii) Auto-Graphics, Inc. – Company does not appear capable of supporting the new ILS.
 - iii) Innovative Interfaces, Inc. – Met most of our requirements, however a bit higher than our appetite.
 - iv) Polaris Library Systems – Met most of our requirements. Costs are approximately 35% of original price. Maintenance costs are around \$21,000 on average per year. Polaris has an opportunity to be a good fit for the OTPL.
 - v) SirsiDynix – Met most of our requirements. The next step is to invite Polaris and SirsiDynix for an on-site demonstration. The demonstrations will be held at a time convenient to staff.
 - b) Library Design contract – Previously discussed.

- 9) Standing Committee reports
 - a) Policy – Rental of computer laboratory. Meeting to be scheduled.
 - b) Finance – Meeting to begin discussing next year's budget.
 - c) Fund Development – None.
 - d) Board Development – None.
 - e) Building – None
 - f) Human Resources – None
- 10) Ad Hoc Committee Reports

Director Review – Luna shared with the Board a summary of the responses provided to Knox on the 3 month informal performance review. Knox has met the expectations of the Board thus far.
- 11) Discussion Items
 - a) Scholarship for LOHS student volunteer – Abramczyk discussed with the Board an award event he attended recently where many organizations awarded scholarships to students of Lake Orion High School. Abramczyk asked if the Board would be interested in participating through raising funds from designated donations from either the Friends of the Library, community businesses or individuals. Further off-line discussion will occur.
 - b) Possible wine tasting event at the Library – Board agrees this may be a good event for fund raising. Knox would ensure no violation of laws.
 - c) Knox informed the Board about an elderly patron who fell as a result of the door closing. The door was checked for operation and found to be functioning as intended.
 - d) Advocacy training program – Free on-line course to create an advocacy plan. Knox will attend.
 - e) An author asked the Friends to sell his book – Over Medicating Our Youth. The book is being sold by the Friends of the Library, of which a portion of the profits will be kept by the Friends of the Library.
 - f) Phillips shared with the Board the Collaborative Initiative meeting regarding the fire extinguisher bids for annual servicing of the fire extinguishers, annual fire alarm panel, and fire suppression sprinkler system. Fire Pros, from Grand Rapids, provided a very competitive bid and will save the Collaborative group a large amount of money.
 - g) Condensing all statistics onto one page for the Board reports.
- 12) Action Items

Oxford Bank Board Resolution.

 - a) A copy of the Oxford Bank Board Resolution is on file.

Motion to accept the resolution by Abramczyk/Luna Approved. Motion carried.
- 13) Advocacy – None.
- 14) New meetings scheduled
 - a) Policy Committee – Tuesday, July 10th, 3:30 p.m. at the OTPL
 - b) Finance Committee - Tuesday, July 10th, 4:30 p.m. at the OTPL
- 15) Questions from the Public – No public.
- 16) Trustee comments
- 17) Adjournment at 8:40 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library