

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

attendance			Policy	Finance	Fund Development	Board development	Building		Advocacy	Technology	Strategic planning	Human Resources	Director Evaluation
n	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 @ 6:34 p.m.
- 2) Agenda: Approved as amended. Moved Quinn/Abramczyk Approved.
  - a) Additions of the following to the agenda:
    - i) Discussion – Video link to be reviewed
    - ii) Financial portions out of the consent agenda
    - iii) Action Items – Establishment of Paper of Record
- 3) Consent Agenda: Moved Abramczyk/Phillips Approved.
  - a) Minutes from last meeting
  - b) Bills
- 4) Financial Statement and Treasurer's Report from June 2012
  - a) A State Aid payment was received in June for just under \$7,911. The other State Aid payment is expected to be received in September for approximately the same amount. Penal fines are expected in August.
- 5) Call to the Public – None
- 6) Communications
  - a) Articles about the OTPL and from the Staff were reviewed.
  - b) MLA conference was mentioned.
  - c) Map of Orion presented from the Chamber.
  - d) Oakland Press had a section about the Library in the Orion Center.
- 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) ILS –
    - i) Demonstrations occurred last week. SirsiDynix (“Sirsi”) and Polaris Library Systems provided the demonstrations. Sirsi is in the middle of changing to web-based systems. Knox and staff reviewed the RFP's.

- ii) Functionality will substantial increase and enhance Patron experience.
- iii) Move to authorize Knox to proceed to negotiate and execute contract(s) with Polaris and hardware providers for total costs not to exceed \$120,000 to replace the current ILS. Moved Phillips/Luna Approved. Motion unanimously carried.

9) Standing Committee reports

a) Policy –Reviewed were the following policies:

- i) Meeting Room Policy
- ii) Tutoring Policy
- iii) Public Relations Policy.  
(1) Meeting scheduled.

b) Finance – Meeting scheduled to compile next year's budget.

c) Fund Development – Luna met with Knox yesterday to share the Fund Development Coordinator paperwork and documentation. No action was taken, simply sharing of the idea with Director.

d) Board Development – None.

e) Building – None

f) Human Resources – None

10) Ad Hoc Committee Reports

Director Review – Thorndycraft sent to the Board of Trustees via e-mail the 3 month review for the Director.

11) Discussion Items

a) Video shared with the Board regarding the Troy Public Library (“TPL”), found by Thorndycraft. Discussed the marketing of the TPL and how it used social media to send a positive message to the community.

b) The Friends of the Library will sponsor a boat for the Staff to participate in the Dragon on the Lake Dragon races.

c)

12) Action Items

None.

13) Advocacy –

a) Phillips shared the following: ONTV has been approached to offer a radio frequency for a low wattage FM station for this area. 100 watts is 3 to 5 miles. ONTV will be approaching various community groups for interest to participate.

14) New meetings scheduled

a) Finance Committee - Monday, August 6<sup>th</sup>, 5:00 p.m. at the OTPL

b) Policy Committee – Monday, August 6<sup>th</sup>, 4:00 p.m. at the OTPL

c) Board Meeting – Moved to August 16<sup>th</sup>, 6:30 p.m. at the OTPL

15) Questions from the Public – No public.

16) Trustee comments

17) Adjournment at 8:25 p.m.

Mike Luna

Secretary, Board of Trustees

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