

Orion Township Public Library
Board of Trustees Meeting Minutes, August 16, 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											

Call to order @ 7:19 p.m.

- 1) Agenda: Moved Abramczyk/Phillips Approved.
 - a) Additions of the following to the agenda:
 - i) Financial portions out of the consent agenda
- 2) Consent Agenda: Moved Abramczyk/Quinn Approved.
 - a) Minutes from last meeting
 - b) Bills
- 3) Financial Statement and Treasurer's Report from July 2012
 - a) A State Aid payment was received in August for approximately the same as the June payment. Penal fines have been received in August for approximately \$41,000.
- 4) Call to the Public – None
- 5) Communications
 - a) Articles about the OTPL and from the Staff were reviewed, in addition to an article from the Lake Orion Review on Director Knox.
 - b) Dividend check received from MML Liability & Property Pool for approximately \$5,600. This offsets the premiums paid during the year.
 - c) Fire Pros, Inc. performed their maintenance program for the Library.
 - d) The Dragon on the Lake YouTube video for the Library was presented.
- 6) Director's report
 - a) Copy of report is on file.
 - b) The finale for the Summer Reading was held on 8/11/12.
 - c) The Polaris contract was signed yesterday. The total Polaris contract is \$92,932; with software/hardware is approximately \$110,000. A payment schedule will be used to pay the fees based on accomplishment of various milestones. Live on the new system is expected to be on December 5th.
 - d) The James Ingram book continues to evolve.
 - e) The Friends of the OTPL will participate in Barn Daze and the Senior Car Show.
- 7) Old Business
 - a) ILS –
 - i) Contract signed and previously discussed above.

- 8) Standing Committee reports
 - a) Policy –Reviewed were the following policies:
 - i) Facility Use Policy – Renaming the Tutoring Policy. Reviewed and approved by Counsel. Group Study Rooms have been added. Violations, Penalties and Appeal added to reference the Patron
 - ii) Media Policy – Renaming the Public Relations Policy. Addresses photography in the Library.
 - iii) Meeting Room Use Policy – References the use of the Computer Laboratory and will add the Craft Room.
 - iv) Schedule of Fees – Added the Computer Lab and will add the Craft Room.
A motion from the Policy Committee to the above policies as presented and amended.
Motion carried.
A Policy Committee meeting will be set to discuss the Scholarship meeting. Abramczyk will contact Sue to discuss various ideas.
 - b) Finance – Budget was presented above.
 - c) Fund Development – Luna will contact the Friends of the OTPL to discuss fund raising ideas from the presentation the Friends recently attended.
 - d) Board Development – None.
 - e) Building – None
 - f) Human Resources – None
- 9) Ad Hoc Committee Reports
None.
- 10) Discussion Items
None.
- 11) Action Items
 - a) Resolution for 2012 Millage Rate – Resolution and approval on file at the Library.
 - b) Vote on Proposed 2013 Budget- Budget and approval on file at the Library.
- 12) Advocacy –
 - a) None.
- 13) New meetings scheduled
 - a) None.
- 14) Questions from the Public – No public.
- 15) Trustee comments
- 16) Adjournment at 8:42 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library