

Orion Township Public Library  
Board of Trustees Meeting Minutes, September 20, 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 @ 6:37 p.m.
  - a) Agenda: Moved Abramczyk/Phillips Approved.
    - i) Additions of the following to the agenda:
    - ii) Discussion items
      - (1) James Ingram Estate funds
      - (2) Copier lease
      - (3) General Federation of Women's Club
  - b) Financial portions out of the consent agenda.
- 2) Consent Agenda as amended: Moved Abramczyk/Quinn Approved.
  - a) Minutes from last meeting
  - b) Bills
- 3) Financial Statement and Treasurer's Report from August 2012
  - a) A State Aid payment was received in August for approximately \$7,940. Penal fines have been received in August for \$47,645.
  - b) Capital improvements show expenditures related to the new ILS, Polaris.
- 4) Call to the Public – None
- 5) Communications
  - a) Press coverage: Patch articles were reviewed. Language translators article from Director Knox.
  - b) Reviewed the Library Link newsletter.
- 6) Director's report
  - a) Copy of report is on file.
  - b) Polaris is in the process of migrating data. Middle of October, training of the staff will occur. On target is December 5<sup>th</sup> to begin using the new ILS. One and a half months will be used to work through the workflows. Catalog and website will be off-line for a couple of days.
  - c) Director Knox met with Ms. Heidi Kast from Lake Orion Community Schools regarding Think Link and other collaborative efforts. Discussions will continue to broaden the reach of the Library and work together towards the common goal of serving the community.
  - d) Saturday, April 27<sup>th</sup> is the Friends of the Library fundraiser "Passport to Spring." Creating a Foundation was discussed by the Friends. Why Foundation – easier way to save and invest money and provides a little more direction to fundraising for the Library. The idea of creating a Foundation was discussed at the meeting attended by Pat Belenger and Marty Wheeler regarding fundraising efforts.

- e) Awarded a \$500 grant from the Michigan Humanities Council called "Making Sense of the American Civil War Program." The library will plan programming with the grant funds.
  - f) Statistics were discussed, focusing on the wireless and mobile user increases over the time periods presented.
- 7) Old Business
- a) None.
- 8) Standing Committee reports
- a) Policy –Meeting date set for October 8<sup>th</sup> at 4:30 p.m. at the Library. Abramczyk met with Sue Q. regarding volunteer scholarship opportunity.
  - b) Finance – None.
  - c) Fund Development – Luna reported Marty will research fund development ideas and structure of a fund development committee/group. Discussion occurred regarding Foundation development. Ideas were discussed as a result of the presentation on fund development attended by Pat and Marty earlier in the year. Marty will present her research and findings on September 24<sup>th</sup> at 6:30 p.m. at the Library.
  - d) Board Development – None.
  - e) Building – None
  - f) Human Resources – Health care and benefits will be discussed as soon as data is received and analyzed for the committee. Meeting set of October 29<sup>th</sup> at 6:00 p.m. at the Library.
- 9) Ad Hoc Committee Reports
- None.
- 10) Discussion Items
- a) James Ingram Estate – Gift policy addresses administration of the funds.
  - b) Copy machines – July 2014 is the termination of the current lease. We currently have 3 black and white and 1 color units. Director Knox will wait for the Collaborative Group progress. Phillips will continue to follow up with the Collaborative Group to make progress towards a group proposal.
  - c) General Federation of Women's Club – Planning 3 different events for their 100<sup>th</sup> anniversary in 2014. Space will be allocated to this Club as recognition of their contribution to the history of the library, as they founded our library.
- 11) Action Items
- a) Liquor License was presented for the wine education /tasting event on November 8<sup>th</sup> from 6:30 to 8:30 p.m. A one day liquor license will be purchased for this event. Additionally, Director Knox will contact our insurance company to see if additional coverage is necessary for the day.
- Resolution to authorize the event was executed, copy of which is on file at the Library.
- 12) Advocacy –
- a) None.
- 13) New meetings scheduled
- a) Fund Development to meet on September 24<sup>th</sup> at 6:30 p.m. at the Library.
  - b) Policy Committee to meet on October 8<sup>th</sup> at 4:30 p.m. at the Library.
  - c) Human Resources to meet on October 29<sup>th</sup> at 6:00 p.m. at the Library.
- 14) Questions from the Public – No public.
- 15) Trustee comments
- 16) Adjournment at 8:40 p.m.

Mike Luna  
 Secretary, Board of Trustees  
 Orion Township Public Library