

Orion Township Public Library
Board of Trustees Meeting Minutes, November 15, 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
n	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 @ 6:32 p.m.
 - a) Agenda: Moved Phillips/Pergeau Approved.
 - i) Additions of the following to the agenda: Director Evaluation Committee to the Ad Hoc Committee Reports

- 2) Board of Trustee members in attendance took the oath as administered by Orion Township Clerk Penny Shults.

- 3) Consent Agenda as presented: Moved Phillips/Quinn Approved.
 - a) Minutes from last meeting
 - b) Bills
 - c) Financial Statement and Treasurer's Report from October 2012

- 4) Call to the Public – None

- 5) Communications
 - a) Press coverage:
 - i) Vote for a book was very successful.
 - ii) Cafeteria Plan amended increased to \$2,500.
 - b) Tools of the Trade column by Karen Knox, November 2012

- 6) Director's report
 - a) October was a very busy month for the Library.
 - b) Library hosted the NOCC prayer breakfast.
 - c) Polaris training occurred in October. Going live 12/5/12. Pergeau expressed her pleasure with how well the Polaris change is being addressed. Director Knox has managed the transition well.
 - d) The Friends of the Library have their next Gala planning meeting on 11/19/12 at 7 p.m.
 - e) Reviewed the Statistics summary page.

- 7) Old Business
 - a) None.

- 8) Standing Committee reports
 - a) Policy –
 - i) The Volunteer Scholarship Policy was reviewed. Legal review had concerns about OTPL's ability to grant scholarships. Auditor had certain comments. Item is tabled at the moment. The Friends of the Library may move forward with this initiative.
 - ii) Library Card Policy was also discussed.
 - b) Finance – Review of the budget for 2012 for last adjustments on November 19th at 5:00 p.m. at the Library. The Committee will review the VEBA and the funding/underfunding position of the Plan.
 - c) Fund Development – Marty from the Friends of the Library continues her research on how to structure the Foundation status of the Friends of the Library which would may or may not include an Endowment Fund.
 - d) Board Development – None.
 - e) Building – None
 - f) Human Resources – Review of the health care and benefits was discussed. Quotes were limited as a result of a perceived high retiree population for our Plan. The proposed plan is Simply Blue PPO \$2,500 deductible. No HRA/HAS option is available.
- 9) Ad Hoc Committee Reports

Set a meeting date for a Strategic Planning for Monday, 11/26/12 at the Library at 6:30 p.m.
Director evaluation meeting scheduled for Thursday 12/6/12 at the Library at 6:30 p.m.
- 10) Discussion Items

None.
- 11) Action Items
 - a) Health Care Plan for employees 2013. Motion is to accept the Health Care Plan as presented, Simply Blue PPO \$2,500 by the HR Committee. Luna supports. Motion passed.
- 12) Advocacy –
 - a) None.
- 13) New meetings scheduled
 - a) Strategic Planning for Monday, 11/26/12 at the Library at 6:30 p.m.
 - b) Director evaluation meeting Thursday 12/6/12 at the Library at 6:30 p.m.
 - c) Finance Committee to meet on 11/19/12 at 5:00 p.m. at the Library.
- 14) Questions from the Public – No public.
- 15) Trustee comments
- 16) Adjournment at 7:49 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library