

Orion Township Public Library  
Board of Trustees Meeting Minutes, December 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 @ 6:53 p.m.
  - a) Agenda: Moved Abramczyk/Quinn Approved.
  - b)
- 2) Consent Agenda as presented: Moved Phillips/Quinn Approved.
  - a) Minutes from last meeting
  - b) Bills
  - c) Financial Statement and Treasurer's Report from November 2012
    - i) MTT Reimbursements of approximately \$3,200 to be expensed in December.
    - ii)
- 3) Executive session.
- 4) Meeting reopened at 7:06 p.m.
- 5) Call to the Public – None
- 6) Communications
  - a) Press coverage: Discussed items contained in the Board packet.
- 7) Director's report
  - a) November was a busy month once again for the Library.
  - b) Polaris has been live since December 5<sup>th</sup>. Staff have been trained well and have adapted to the new technology.
  - c) The Friends of the Library continue to plan the spring Gala event. They plan to meet on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 7 p.m. starting in January.
  - d) Reviewed the Statistics summary page.
- 8) Old Business
  - a) None.
- 9) Standing Committee reports
  - a) Policy –
    - i) Set a meeting to discuss Conflicts of Interest Policy. There currently is no such policy. Monday, 1/7/13 at the Library at 5:00 p.m.
  - b) Finance – Reviewed the budget for 2012 for last adjustments. Also moved funds in the VEBA to cover the shortfall.

- c) Fund Development – A \$500.00 donation was received and is earmarked for a period of 2 years for the development of the Foundation.
- d) Board Development – None.
- e) Building – None
- f) Human Resources – None

10) Ad Hoc Committee Reports

Strategic Planning meeting – Reviewed meeting notes. Discussed timeline for the creating of the Strategic Plan. April will be the big meeting.  
Director evaluation – Overall meets expectations in all areas and exceeds expectations in the Technology section of review. Review also included specific goals for the Director.  
James Ingram fund – Request received for \$571.50 to print 5 copies of the Reconnaissance-level Survey of Historic Architectural Resources in Orion Township document.

11) Discussion Items

Schedule of Meetings  
Wally Edgar promotion discussed.

12) Action Items

- a) Election of Board Officer positions –  
MaryAnne Thorndycraft, President  
Mary Pergeau, Vice President  
James Phillips, Treasurer  
Michael Luna, Secretary

b) Motion to accept Board Meeting schedule as amended – Moved Abramczyk/Phillips Approved. Motion passed.

c) Report out of the Executive Session held on 12/20/12, Executive Director awarded a 1% of salary bonus. The executive committee has proposed a 1% bonus to Director Knox. Moved by Abramczyk to award a 1% bonus to Director Knox. Phillips Supports. Motion passed.

d) Finance committee – Moved by Phillips to accept the Finance Committee's recommendation to adjust the budget as presented. Quinn Supports. Motion passed.

13) Advocacy –

- a) None.

14) New meetings scheduled

- a) Policy Committee for Monday, 1/7/13 at the Library at 5:00 p.m.

15) Questions from the Public – No public.

16) Trustee comments

17) Adjournment at 8:15 p.m.

Mike Luna  
Secretary, Board of Trustees  
Orion Township Public Library