

Orion Township Public Library  
Board of Trustees Meeting Minutes, January 17, 2013

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
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 @ 6:32 p.m.
  - a) Agenda: Moved as amended Pergeau/ Abramczyk Approved.
    - i) Director's Evaluation
- 2) Introduction of new employees.
- 3) Consent Agenda as presented: Quinn/ Phillips Approved.
  - a) Minutes from last meeting
  - b) Bills
  - c) Financial Statement and Treasurer's Report from December 2012
    - i) 99% of the budgeted Property Taxes were received for the 2013 calendar year.
    - ii) \$470,000 was moved from the General Fund to balance the budget.
- 4) Call to the Public – None
- 5) Communications
  - a) Press coverage: Article in the Lake Orion Review discussed current events at the Library.
  - b) Knox's article on Getting a Handle on Email was reviewed by the Board.
- 6) Director's report
  - a) Kim Winther is retiring effective January 31<sup>st</sup>.
  - b) Audit begins February 19<sup>th</sup>.
  - c) Goals by department will be provided to the Board.
  - d) Discussion regarding the Person Property Tax proposals occurred.
  - e) Director Knox and a staff person reviewed the VEBA account.
  - f) 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. The next book sale is planned with preview night on January 22<sup>nd</sup>, and the sale running January 23-26, 2013.
  - g) Reply to Orion Township the OTPL Board is not opposed to name the Orion Center's Library Room after Jill Bastian
  - h) Reviewed the Statistics summary page.
- 7) Old Business
  - a) Policy Report –
    - i) Director Knox presented a change in certain prices of Library services.
    - ii) Trustee Conduct

The above 2 policies were presented to the Board by the Policy Committee. Motion carries without dissent.

- 8) Standing Committee reports
  - a) Policy –
    - i) Set a meeting to discuss a Naming Rights Policy. February 11<sup>th</sup> at 6 p.m. at the OTPL.
  - b) Finance – None
  - c) Fund Development – None
  - d) Board Development – None.
  - e) Building – None
  - f) Human Resources – None
- 9) Ad Hoc Committee Reports
  - Strategic Planning meeting – Need date for next meeting. Discuss hiring a facilitator. Need to discuss a goal of the strategic plan. Consider a 3 to 4 year budget.
  - Director Evaluation Committee – Meeting will occur after the Strategic Planning committee.
- 10) Discussion Items
  - Record retention report was discussed. Knox has reviewed these general retention policies and found no discrepancies based upon her review.
- 11) Action Items
  - None.
- 12) Advocacy –
  - a) None.
- 13) New meetings scheduled
  - a) Policy Committee for Monday, 2/11/13 at the Library at 6:00 p.m.
  - b) Strategic Planning Committee for tentatively Monday 2/4/13 at the Library at 6:30 p.m.
  - c) Director's Evaluation Committee for tentatively Monday 2/4/13 at the Library after the Strategic Planning Committee.
  - d) Director Review – February 21<sup>st</sup> at 6:00 p.m.
- 14) Questions from the Public – No public.
- 15) Trustee comments
- 16) Adjournment at 8:39 p.m.

Mike Luna  
Secretary, Board of Trustees  
Orion Township Public Library