

Orion Township Public Library
Board of Trustees Meeting Minutes, February 21, 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 @ 6:35 p.m.
 - a) Agenda: Moved as amended Abramczyk/ Pergeau Approved.
 - i) Executive session after Standard Committee Reports.
 - ii) Discussion – Library hours on Saturday, April 27th.
- 2) Introduction of new employees.
- 3) Consent Agenda as presented: Abramczyk/ Pergeau Approved.
 - a) Minutes from last meeting
 - b) Bills
 - c) Financial Statement and Treasurer's Report from January 2013
- 4) Call to the Public – None
 - a) Joyce Becker – Excited to be at the OTPL.
- 5) Communications
 - a) Press coverage: Article in the Lake Orion Patch and Tools of the Trade.
 - b) MLA update – new director hired.
 - c) Pew Research Center's report on a library's central role and noted the importance of a library as part of a vibrant community.
- 6) Director's report
 - a) A \$5,000 grant was awarded to the OTPL by PNC Bank as a result of Debra Refior and Karen Knox.

- b) Auditors from Abraham & Gaffney, P.C. were here and the audit went well. A representative from the Auditors will present the audit report at the next Board meeting. The Auditors will send a draft of the report prior to the meeting for Board review.
- c) Expecting a \$20,000 annual loss in property tax revenue for 2014.
- d) The Friends of the Library continue to plan the spring Gala event. They meet on the 2nd and 4th Monday of each month at 7 p.m. The event is scheduled for Saturday, April 27th from 7pm to 10 pm.
- e) Battle of the Books begins Saturday March 16th, awards ceremony on Tuesday March 19th.

7) Old Business

- a) Policy Report –
 - i) Draft of a Naming Policy was discussed. Director requested to obtain further data. Further progress will be made. Meeting on Monday, March 4th at the earlier of 7:00 p.m. at the OTPL or conclusion of the Finance Committee report.
- b) Finance – Committee requested to review options for Endowments and the various ways to structure the Endowments. Meeting on Monday, March 4th at 5:00 p.m. at the OTPL.
- c) Fund Development – None
- d) Board Development – None.
- e) Building – None
- f) Human Resources – None

8) President - Close the meeting for an Executive Session at 7:35 p.m.

9) President - Reconvened at 7:42 p.m.

10) Ad Hoc Committee Reports

Strategic Planning meeting – February 7th meeting. Discussed goals of Strategic Plan. Focus groups tabled. Decided to look for facilitator to assist the Board in the process. The next Strategic Planning is on February 28th at 6:00 p.m. at the OTPL. The committee will be using Skype to speak with a potential facilitator from Indiana, known by Director Knox.

11) Discussion Items

Motion by Mary Pergeau to close the Library on Saturday April 27th at 2:00 p.m. in order to prepare the Library for the Friends of the Library Passport to Spring, An Evening to Paris. Abramczyk supported. Motion carried without dissent.

Discussion occurred regarding the hourly rate of our legal counsel.

12) Action Items

Liquor license for the Spring Gala on April 27th. Motion as read by Secretary Luna, recorded with the minutes. Abramczyk approved, seconded by Quinn. Motion approved without dissenting votes.

13) Advocacy –

- a) Jim Phillips and Mary Pergeau will attend the Village Board meetings periodically during the year as part of the Board members' advocacy efforts. All other Trustees will attend the Township Board meetings on a rotating basis. Luna to provide a schedule of trustees' attendance at the next OTPL Board meeting. The purpose of our attendance or providing a written statement to the respective Boards to be read during the public comment portion of the meeting is to continue the Board's advocacy within the community.

14) New meetings scheduled

- a) Strategic Planning Committee – Thursday, February 28th at 6:00 p.m. at the OTPL.
- b) Finance Committee - Monday, March 4th at 5:00 p.m. at the OTPL.
- c) Naming Policy Committee - Monday, March 4th at the earlier of 7:00 p.m. at the OTPL or at the conclusion of the Finance Committee meeting.

15) Questions from the Public – No public.

16) Trustee comments

17) Adjournment at 8:34 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library