

Orion Township Public Library
Board of Trustees Meeting Minutes, 5/23/2013

attendance			Policy	Finance	Fund Development	Board development	Building		Advocacy	Technology	Strategic planning	Human Resources	Director Evaluation
y	President	MaryAnne Thorndycraft	x	x	c	c	x		x	x	x	x	x
y	Vice-President	Mary Pergeau			x	x	x		x	c	c		
y	Secretary	Mike Luna			x				x		x		x
y	Treasurer	James Phillips	x	c			c		x	x		x	
y	Trustee	James Abramczyk	c	x			x		x			c	
y	Trustee	Bert Quinn							x	x		x	
y	Director	Karen Knox											

- 1) Call to order @ 6:30 p.m.
- 2) Agenda, approved as amended – moved Abramczyk/Pergeau:
- 3) Consent Agenda: approved as presented – moved Abramczyk/Phillips
 - a) Minutes from last meeting
 - b) Bills
 - c) Financial reports
- 4) Call to the Public - none present
- 5) Communications
 - a) Volume of library news coverage has increased in large due to staff efforts
- 6) Director's report
 - a) Circulation report down .2%
 - b) Staff & Library News – library had a very busy month, full report on file at the library
 - c) Friends of the Library – Passport to Spring was a success in both with turn out and fundraising.
- 7) Old Business
 - a) Ingram donation discussion moved to action items.
- 8) Standing Committee reports
 - a) Policy
 - b) Finance

- c) Fund Development
 - d) Board Development
 - e) Building
- 9) Ad Hoc Committee Reports
- a) Strategic Planning
 - b) Technology
 - c) Human Resources
 - d) Collaborative
 - i) Waste hauling RFP results were presented with significant savings resulting to the library. Director to follow up with a contract with a new vendor.
- 10) Discussion Items
- a) Departmental goals were presented in anticipation of the upcoming strategic planning work
 - b) Bastian family discussing honoring Jill Bastian at the library
 - c) Roof leaks – staff has been working with contractors to find and resolve the intermittent leak problem.
 - d) HVAC – an RFP was distributed for a new preventative maintenance contract and a new contractor has started.
 - e) Credit card account information is being updated reflecting changes in library staff
- 11) Action Items
- a) In recognition of a generous donation to the library the Orion Room will be renamed in honor James Ingram as provided for in the naming policy. A letter will be sent to the family notifying them of this action. Staff is assigned to plan for this change and report at the next board meeting.
- 12) New Meetings Scheduled
- a) none scheduled
- 13) Questions from the Public – none present
- 14) Trustee comments
- 15) Adjournment at 9:03 p.m.

James Phillips
Treasurer, Board of Trustees
Orion Township Public Library

