

Orion Township Public Library
Board of Trustees Meeting Minutes, July 18, 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 presented Quinn/ Phillips Approved.
- 2) Consent Agenda as presented: Pergeau/Abramczyk Approved.
 - a) Minutes from last meeting
 - b) Bills
- 3) Financial reports

Separate fund set up for the gift from Jill Bastian Yarn. Will help track interest income easier.
- 4) Call to the Public – None
- 5) Communications
 - a) Continued press coverage in a variety of media, specifically Community Lifestyles.
- 6) Director's report
 - a) Busiest Summer Reading Kickoff. Library continues to be very busy.
 - b) Summer story times restructured into larger groups.
 - c) 93 participated in Focus Groups. 864 people completed surveys. Participation exceeded our expectations.
 - d) Budget has been a heavy focus this month.
 - e) Friends of the Library held a silent auction of donated baskets.
- 7) Old Business

Naming of the Orion Room – James Ingram Room. The dedication will be held at 2:00 p.m. on Saturday, September 28th. Greater Federation of Women's Club will also be in attendance to dedicate a display about their club in the lobby at 3pm and promote their membership and upcoming 100-year anniversary.

8) Standing Committee Reports

- a) Policy Report –
 - i) None
- b) Finance – Minutes presented and discussed. First reading of the Budget occurred. Next meeting Monday, August 12th at 6:00 p.m.
- c) Fund Development – Board members plan to meet with the Friends to help as needed. Marty Wheeler driving fundraising initiative for the Friends. Marty Wheeler, Jim Phillips and Karen Knox attended an event on planned giving, and Karen shared what was learned.
- d) Board Development – None
- e) Building – None
- f) Human Resources – Discussed succession planning/emergency procedures and updating the document to be done in August. Karen will review and provide an update at the August board meeting. A copy will also be provided to MaryAnne for easy board access if needed.

9) Ad Hoc Committee Reports

Strategic Planning – Met twice since last Board meeting. Committee is moving along well. Kim, our consultant, has facilitated the first meeting where they narrowed comments/experiences from surveys and focus groups. Committee minutes are posted on the OTPL website. Karen facilitated the second meeting to continue the committee's work. The committee will meet again on 7/29/13 and 8/12/13 with Kim. The expectation is to present a final document on 8/15 at Board meeting. Karen plans to ask for time at various community board meetings, including the School Board, Orion Twp Board, and Village Council, to present the Strategic Plan after the 8/15 Library Board meeting. Karen will send a list of dates of these meetings to Board members to encourage Board member attendance and support.

10) Discussion Items

Rear access door to the back of the Library: Karen was able to acquire free security gates, and they are ready for installation to allow access to the back of the Library, specifically through the exit door off the periodical room for access to the Reading Garden. Access to the back was a frequent request from patrons who completed surveys.

11) Action Items

None

12) Advocacy –

13) New meetings scheduled

- a) Naming of the Orion Room to the James Ingram Room: 2:00 p.m. on Saturday, September 28th.
- b) Women's Club dedication of their lobby display and reception to coincide with the James Ingram Room dedication, 3:00pm on Saturday, September 28th.

- c) Finance Committee – Budget meeting: Monday, August 12th at 6:00 p.m. at the OTPL.
 - d) Strategic Planning – 7:00 p.m. on July 29th at the OTPL.
 - e) Strategic Planning with Kim – 7:00 p.m. on August 12th at the OTPL.
 - f) August Board of Trustees Meeting – Thursday August 15th at 6:30 p.m. at the OTPL.
- 14) Questions from the Public – Bert Quinn, as public, expressed concern over vehicles parked in the parking lot after hours. Police patrol the parking lot on occasion. Continued concern may be expressed to the Oakland County Sheriff if necessary.
- 15) Trustee comments
- 16) Adjournment at 7:40 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library