

Orion Township Public Library
Board of Trustees Meeting Minutes, September 19, 2013

| attendance | | | Policy | Finance | Fund Development | Board development | Building | | Advocacy | Technology | Strategic planning | Human Resources | Director Evaluation |
|------------|----------------|-----------------------|--------|---------|------------------|-------------------|----------|--|----------|------------|--------------------|-----------------|---------------------|
| n | 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 @ 6:30 p.m.
 - a) Agenda: Moved as amended Quinn/Abramczyk Approved.
 - b) Added Closed Session after Public before Old Business
 - c) Add to Action Items:
 - i) Healthcare motion
 - ii) Request for proposal (RFP) for financial audit
- 2) Consent Agenda as presented: Abramczyk / Phillips Approved.
 - a) Minutes from last meeting – Motions from the Public Hearing on 2013 Millage Meeting Minutes, August 15, 2013 and Public Hearing on 2013 Budget Meeting Minutes, August 15, 2013 were stricken from the minutes.
 - b) Bills
 - c) Financial reports
- 3) Call to the Public –

None.
- 4) Communications
 - a) Continued press coverage in a variety of media, specifically Orion Patch.
- 5) Director's report
 - a) Summer Reading participation was incredibly successful. Kudos to all volunteers and staff members who made this major event wonderful.
 - b) 38 teens at our Teen Overnight Lock-In.

- c) 190 patrons used the rear exit door to the Reading Garden. Access to the Garden was implemented as a result of public suggestions made during the Strategic Planning process.
 - d) Director Knox presented the Strategic Plan to several local governmental entities and was well received.
- 6) Motion to enter closed session by Abramczyk/ Luna approved. 6:55 p.m.
- 7) Motion to reconvene the Board of Trustees meeting by Abramczyk/ Phillips approved. 7:12 p.m.
- 8) Old Business
- None.
- 9) Standing Committee Reports
- a) Policy Report –
 - i) Policy Committee meeting to be held at the OTPL on September 23 6:00 p.m.
 - b) Finance –
 - i) None.
 - c) Fund Development –
 - i) Friends Gala fundraiser – Summer Reading – overlapped each other in asking for donations from some of the same businesses in the community. Karen has already discussed and a process will be implemented to avoid the confusion.
 - d) Board Development – None
 - i) None.
 - e) Building – None
 - f) Human Resources – A 5.12% increase is expected in benefits, a relatively low increase compared to historical increases. Copy of meeting minutes and recommendations filed at the OTPL.
- 10) Ad Hoc Committee Reports

Strategic Planning – Becky and Karen have been working on the Marketing Plan. To be discussed with the Committee on Monday, September 23 at 7:00 p.m. at the OTPL

Collaboration Group - RFP for financial auditors – Discussion occurred regarding sending RFP's to auditors, as last year was the 3rd year in our previous contract with Abraham & Gaffney. Project has been discussed with the Collaboration Group as well, but no other entity (except perhaps the Schools) is in need of this at this time. Library could still include Collaboration entities in our RFP if desired. Additional discussion about extending a one-year contract to Abraham & Gaffney for 2013, instead of doing an RFP, which led towards an Action Item (see below).

11) Discussion Items

Request from North Oakland Genealogical Society (NOGS) – naming of Genealogy Collection. Board has no response. Board will also review the Agreement Between OTPL and The North Oakland Genealogical Society.

James Ingram Room dedication on September 28, 2013 – planning needed. Jim Abramczyk, Jim Phillips, and Mary Pergeau to lead.

12) Action Items

Financial Auditor RFP

Motion by Luna to extend a one-year contract to the Abraham & Gaffney, P.C. accounting firm for the current fiscal year end. Seconded by Abramczyk.

Yays: Abramczyk, Luna, and Pergeau

Nays: Phillips

Abstain: Quinn

Space Planning proposal

Motion by Abramczyk to accept proposal from Kimberly Bolan and Associates for Space Planning; Scope of Services & Cost Proposal. Seconded by Phillips. Motion carried.

Healthcare proposal by Human Resources committee:

Recommendation coming out of Human Resources committee: Committee recommends items listed in 2 a, 2b, 2c as proposed in the minutes:

2. For approval of the board of trustees, the committee agreed to:

a. Maintain the current level of coverage from Blue Cross, for calendar year 2014, starting in December of 2013.

b. Continue the current coverage for dental care through Delta Dental.

c. The library will pay for taxes mandated by the Affordable Health Care Act for the 2014 calendar year.

Motion passed.

13) Advocacy –

14) New meetings scheduled

- a) Policy Committee meeting to be held at the OTPL on September 23 6:00 p.m.
- b) Strategic Planning Committee – meeting to be held on Monday, September 23 at 7:00 p.m. at the OTPL.
- c) Naming of the Orion Room to the James Ingram Room: 2:00 p.m. on Saturday, September 28th.
- d) Women's Club event to coincide with the James Ingram Room dedication 3:00 p.m. on Saturday, September 28th.

15) Questions from the Public – None

16) Trustee comments

17) Adjournment at 8:29 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library