

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

attendance			Policy	Finance	F und 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
n	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	
n	Treasurer	James Phillips	x	c			c		x				
y	Trustee	Bert Quinn							x	x		x	
y	Director	Karen Knox											

- 1) Call to order @ 7:37 p.m.
 - a) Agenda: Moved as amended Abramczyk /Quinn Approved.
 - i) Add Budget adjustment to 2013 to Action Items
 - ii) Discuss Director compensation

Motion to approve the agenda as amended. Motion passed.
- 2) Consent Agenda as presented: Abramczyk/ Luna Approved.
 - a) Minutes from last meeting
 - b) Bills
- 3) Call to the Public –

Returning employee Crystal Richards, shelver for youth department
- 4) Communications
 - a) Press coverage in a variety of media, including the “Little Free Library”, located at Friendship Park in downtown Lake Orion.
- 5) Director’s report
 - a) Staffing discussed.
 - b) Space Planning: expecting floor plan by the end of this month. Recommendations of placement of fixtures.
 - c) RFP to be sent for self-check out and RFID.
 - d) Newsletter and donation letter should be in the mail next week.
- 6) Old Business

None.

7) Standing Committee Reports

a) Policy Report –

i) None

b) Finance –

i) None

c) Fund Development –

i) None

d) Board Development –

i) None

e) Building – None

f) Human Resources – 2 meetings held.

The first meeting: Director noticed certain discrepancies in the Human Resources Policy and Disability Insurance policy. Counsel was involved.

The following meeting resulted in policy revisions and clarifications as noted in the minutes from this respective committee, on file at the OTPL.

The recommendation of the committee is to approve the policies as noted in the minutes. Motion carried.

8) Ad Hoc Committee Reports

None.

9) Discussion Items

Library privileges for students in Lake Orion Schools.

Patron recently expressed concerns about the OTPL Library Card Policy. The policy was extended to students of Lake Orion Community Schools (LOCS) as a courtesy benefit of attending LOCS. The Board reaffirms the Library Card Policy and no further action will be taken. Students of LOCS have the opportunity to check out materials in accordance to the Library Card Policy.

Fund Balance Analysis was reviewed and discussed.

PNC Business Banking proposal – Discuss at the Finance Committee. Meeting scheduled for January 6th, 2014 at 6:00 p.m. at the OTPL.

10) Action Items

2014 Calendar of Library Board Meetings. Motion to accept calendar as presented by Abramczyk/Supported by Quinn. Motion carried.

Budget adjustment - Motion to approve \$500 from Fringe Benefits to Mileage by Abramczyk, supported by Luna. Motion carried.

Director compensation – Compensation discussed. Abramczyk moves to increase Director annual compensation by 2.5% effective 1/1/14. Quinn supported. Motion carried.

11) Advocacy – None.

12) New meetings scheduled

- a) Finance Committee: To review PNC Business Banking proposal Monday, January 6th at 6:00 p.m. at the OTPL.

13) Questions from the Public – None

14) Trustee comments

15) Adjournment at 8:39 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library