

Orion Township Public Library Board of Trustees
Meeting Minutes
Thursday, January 16, 2014
6:30 p.m. – Library Conference Room

- I. Call to order – MaryAnne Thorndycraft, Mary Pergeau, Bert Quinn, and Jim Phillips – Jim attended by phone. 6:55 p.m
Excused: Jim Abramczyk, Mike Luna
- II. Approval of agenda – Motion by Mary, supported by Jim Phillips – approved
- III. Consent agenda – Motion by Mary, supported by Bert – approved
 - A. Minutes of 12/19/2013 Library Board meeting
 - B. Bills
- IV. Financial Statement and Treasurer’s Report from December 2013 – Expenditures exceeded revenue. The overage was within the monthly allocation from the fund balance, budgeted for that purpose.
Motion to receive and file, motion by Bert, second by Mary – approved
- V. Call to Public – none
- VI. Communications – various articles shared with board members by the Director
 - A. Press coverage
 - B. MLA Update, January 9, 2014
 - C. MLA Advocacy Update, January 2, 2014
 - D. Librarians Take On New Roles in the Digital Age, infographic
- VII. Director’s Report - update: parade, battle of the books, Lynda access, winter closings due to weather, strategic plan begins, staff in-service training, ontv food drive, ontv filming, silent auction, book sale at the end of the month, friends gala planning on-going.
 - A. Library news and
 - B. Usage reports
 - C. Advocacy news
- VIII. Old Business
 - A. Space Planning project update – Karen shared the floor plans of the children's area, lobby and adult popular area as recommended by

- vendor. Plans shared with staff. Three year vision. Where do we go next? What is priority? Where does Karen take information next, what committee? Suggestion was to send to building committee. Tentative date to meet was established as 1-27-14 @ 6 p.m. At the library.
- B. RFP for RFID/Self-checkout project update – Karen sent out RFP yesterday to four vendors. Due date is February, 26, 2014. Sealed bids to be opened publicly.
- IX. Standing Committee Reports
- A. Policy – none
 - B. Finance – report: PNC proposal for fraud protection. Considering moving funds to other investment vehicles. Contingency budget was drafted and will be shared at next month's meeting. Considering getting a broker to help with investing our funds, as opposed to staff doing this task. This could afford the library a better return, and streamline day-to-day business.
 - C. Fund Development – none
 - D. Board Development – showed video as provided in agenda below
Video: <http://www.research.ibm.com/cognitive-computing/machine-learning-applications/decision-support-education.shtml#fbid=G3nwsKQkkzX>
 - E. Building – meeting date and topic set above under Old Business, A.
 - F. Human Resources- none
- X. Discussion Items
- A. Record retention policy report - Karen updated board on requirements and our compliance with rules/regulations.
- XI. Action Items – none
- XII. Questions from the Public – none
- XIII. Trustee Comments
- XIV. Adjournment – 8:12 p.m.

Minutes submitted by Bert Quinn, Trustee