

Orion Township Public Library
Board of Trustees Meeting Minutes, February 20, 2014

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 @ 6:40p.m.
 - a) Agenda: Moved as amended Pergeau /Quinn Approved.
 - i) Closed session after Call to the Public
 - ii) Action Items, add D. Director Compensation

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

None
- 4) Motion to hold a closed session by Luna/Abramczyk Approved at 6:45 p.m.
Motion carried.
- 5) Meeting reconvened by President Thorndycraft at 6:50 p.m.
- 6) Communications
 - a) Press coverage in a variety of media, including the programs held at the Library
 - b) It was noted the OTPL is getting impressive press coverage.
- 7) Director's report
 - a) Some statistics are down due to weather conditions. Programs are canceled when the school district cancels sessions.
 - b) March 15th, 250 5th graders are participating in the Battle of the Books.
 - c) James Ingram funding proceeds were used to purchased a new microfilm scanner.

- d) Penny Schultz, Orion Township Clerk, and Darwin McClary, Village of Orion Manager, visit the Library to make themselves available to the public to address questions or concerns.
- e) The auditors have been in the Library performing the annual audit.

8) Old Business

- A. RFP for RFID/Self-checkout project update. Due 2/26/14. Strong interest by various vendors.
- B. Reviewed Contingency Plan for 2015-2016. Over 1,000 new homes are being built to help increase revenue.

9) Standing Committee Reports

- a) Policy Report –
 - i) Meeting requested to review various policies. March 3rd at 6:30 p.m. at the OTPL.
- b) Finance –
 - i) None
- c) Fund Development –
 - i) None
- d) Board Development –
 - i) None
- e) Building – Presented proposals for rearrangement and some refurbishment of the Children's and Adult departments including the lobby area. Board agreed with the proposals and the progress of the relationship with consultants as presented.
- f) Human Resources –

Discussed moving the Directors evaluation to July of each year. Report provided to the Board regarding the result of the draft Director Evaluation. Final report being prepared by Luna, to be submitted to Thorndycraft.

10) Ad Hoc Committee Reports

None.

11) Discussion Items

Annual Board Evaluation

Board Trustees are requested to complete individually and email the results to Thorndycraft. Discussion to occur at next Board meeting.

Department Goals/Strategic Plan Update

Strategic Focus Area reviewed. The department heads spoke with their staff to ensure all had an opportunity to provide input. Meeting with department heads mid-year and end of year to review progress.

Director presented a Strategic Plan Work Plan which will be updated periodically and provided to the Board on a quarterly basis.

Friends of the Michigan Libraries application

Will be completed.

12) Action Items

A. UBS Financial Resolutions

Discussion held to review additional options to the UBS proposal for the investment of OTPL funds in accordance to the Investment Policy. Request inquiry from Andy Meisner, Oakland County, and Hantz Financial Services to enhance the due diligence before final approval. Item tabled.

B. Liquor License Resolution for Friends Gala

Motion as read by Secretary Luna, recorded with the minutes. Abramczyk approved, seconded by Phillips. Motion approved without dissenting votes.

C. Hours of operation on Saturday, April 26, 2014

Motion by Pergeau to close the Library on Saturday April 26th at 2:00 p.m. in order to prepare the Library for the Friends of the Library Spring Gala. Abramczyk supported. Motion carried without dissent.

D. Director Compensation

Motion by Luna to award a one-time \$1,000 bonus to Director Karen Knox. Quinn requested an amendment to the motion as noted in the underlined section of the original motion to provide clarity, agreed by Luna. Pergeau seconded the motion as amended.

Motion as amended carried without dissenting votes.

13) Advocacy – None.

14) New meetings scheduled

- a) Policy Committee: To review various policies. March 3rd at 6:30 p.m. at the OTPL.

15) Questions from the Public – None

16) Trustee comments

17) Adjournment at 8:37 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library