

Orion Township Public Library
Board of Trustees Meeting Minutes, March 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	
n	Treasurer	James Phillips	x	c			c		x				
y	Trustee	Bert Quinn							x	x		x	
y	Director	Karen Knox											

- 1) Call to order @ 6:37p.m.
- 2) Presentation of Audit - Abraham & Gaffney, P.C. -Kimberly Alleman of Abraham & Gaffney. The library received an unqualified opinion, a clean opinion, by our auditing firm. Internal controls - no findings. Fund balance as measured by unassigned funds is 67%. About 17% is generally accepted as necessary level.
 - a) Agenda: Moved as amended Abramczyk/Pergeau Approved.
Motion to approve the agenda as amended. Motion passed.
- 3) Consent Agenda as presented: Abramczyk/Pergeau Approved.
 - a) Minutes from last meeting
 - b) Bills
 - c) Financial Statement and Treasurer's Report from February 2014.
- 4) Call to the Public –
None
- 5) Communications
 - a) Press coverage in a variety of media, including the programs held at the Library
 - b) MLA Update, March 6,2014
 - c) MLA Advocacy Update, February 27, 2014
- 6) Director's report
 - a) Director provided update on library activities
 - b) Friends Spring Gala is April, 26th
- 7) Motion by Jim, supported by Mary to go into closed session at 7:28 p.m. to discuss a personnel issue. - approved. Motion by Mary, second by Jim to adjourned closed session at 7:39 p.m. – approved

Resumed open board meeting at 7:39 p.m.

8) Old Business

A. RFP for RFID/Self-checkout project update. Due 2/26/14. Strong interest by various vendors. Bibliotheca integrates with Polaris.

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 to review various policies. April 14th at 6:00 p.m. at the OTPL.

b) Finance –

i) None

c) Fund Development –

i) Discussed resurrecting activities and regular meetings. Committee to set up a meeting with the Friends after the Gala.

d) Board Development –

i) Discussed the Board's review of the policies. Upon the completion of the revisions, a rotating schedule group of policies.

ii) Reviewed the responsibilities of the Trustees

iii) Consider adding Trustee job descriptions to the By-Laws

iv) Full Board approves Director Evaluation

v) Board to visit the 5 departments every other month

e) Building – Meeting scheduled for April 14th at 5:00 p.m. at the OTPL.

f) Human Resources –

Meeting to be determined for VEBA discussion

10) Ad Hoc Committee Reports

None.

11) Discussion Items

None.

12) Action Items

RFP for RFID and Self Check-Out

Pergeau - Moved to accept the proposal from a company known as bibliotheca to implement RFID and Self Check-Out for the equipment and purchase not to exceed \$130,000. Quinn second. Motion carries.

Pergeau moved to sign a maintenance contract for a period of 5 years, with the 1st year included with the purchase of the equipment, not to exceed \$40,000. Luna supported. Motion carried.

Investment advisor

UBS – Discussion occurred regarding the pros and cons of the UBS vs Oakland County local government investment pool (LGIP).

Copy of non-binding agreement on file with the Library

Abramczyk moved to use UBS as our outside investment manager. Supported by Luna. Motion carried.

Policy – Committee moves that we change our policy as noted in the minutes of the March 3, 2014 Policy Committee meeting. Motion carried.

13) Advocacy – None.

14) New meetings scheduled

- a) Building Committee - April 14th at 5:00 p.m. at the OTPL.
- b) Policy Committee: To review various policies. April 14th at 6:00 p.m. at the OTPL.
- c) Human Resources - Meeting to be determined for VEBA discussion

15) Questions from the Public – None

16) Trustee comments

17) Adjournment at 8:50 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library