

Orion Township Public Library
Board of Trustees Meeting Minutes, June 19, 2014

attendance			Policy	Finance	F und Development	Board developmen	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				
n	Trustee	Bert Quinn							x	x		x	
y	Director	Karen Knox											

- 1) Call to order @ 6:37 p.m.
- 2) Approval of agenda. Motion to approve the agenda as amended Abramczyk/ Pergeau
 - a) Item on building committee recommendation
- 3) Visit to Adult Services – Beth Sheridan
- 4) Consent Agenda as presented: Pergeau/Abramczyk Approved.
 - a) Minutes from last meeting
 - b) Bills
 - c) Financial Statement and Treasurer’s Report from May 2014.
- 5) Call to the Public –

None
- 6) Communications
 - a) Summer Reading kickoff received great press coverage
 - b) Various activities through the OTPL such as teen event, local author Matt Faulkner, April 2014
Storm Coverage pictures
 - c) MLA Update, June 5, 2014
 - d) MLA Advocacy Update, May 29 & June 10, 2014
- 7) Director’s report
 - a) Staff starting an electronic newsletter for preschools educating the teachers about resources available through the OTPL
 - b) Gina Crowther continues to coordinate more Little Library Boxes around the community
 - c) 1,345 patrons visited the library on the day of the Summer Reading Program Kickoff event, 990 of them during the time of the kickoff program

- d) OTPL will be putting out an RFP for the auditors in the summer
- e) Montage of Orion Twp is in the process of being prepared by Community Creations, Inc. OTPL will participate.
- f) Friends basket silent auction is occurring through June 28.

8) Old Business

A. RFP for RFID/Self-checkout project update: Staff and volunteers are trained and have been tagging the collection. Predicting to go live by the end of the year.

B. Space planning project update: See Building Committee report.

C. ZBA meeting: Staff will program the sign to turn off between 11 p.m. and 6 a.m. ETA of delivery at the end of next week. It will be installed 30 feet north of current sign for better visibility.

9) Standing Committee Reports

a) Policy Report –

- i) Meeting report from the May 27th meeting, on file. Recommendation to accept the policies as proposed.

b) Finance – Budget discussion meeting on July 16th at 5 p.m.

c) Fund Development –

- i) Meeting report from the May 19th meeting, on file.
- ii) Meeting report from the June 4th meeting, on file. Recommendation to accept the items as presented.

d) Board Development –

None

e) Building –

- i) Director has listed the items that she would like to implement this year. Not to exceed \$300,000 to the list of Space Planning Recommendations.

f) Human Resources –

None

10) Ad Hoc Committee Reports

None.

11) Discussion Items

None.

12) Action Items

- a) New policies – amend 3 policies and add 3 polices as recommended. Motion carried
- b) Building committee - Implement the space planning recommendations attached to the minutes and as discussed by Director Knox. The list of changes total approximately \$250,000 with a contingency fund not to exceed \$300,000. Any items not listed that our outside of the scope of the list are to be brought back to the Board for approval. Motion carries.

- c) Vote to accept the recommendations from the Fund Development Committee as presented.
Motion carries.

See above policy notes.

13) Advocacy – None.

14) New meetings scheduled

- a) Finance Committee: Budget discussion meeting on July 16th at 5 p.m.

15) Questions from the Public – None

16) Trustee comments

17) Adjournment at 8:53 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library