

Orion Township Public Library Board of Trustees
Meeting Minutes

Thursday, July 17, 2014

6:30 p.m. – Library Conference Room

- I. Call to order 6:42 p.m. Present: Jim Abramczyk, Jim Phillips, MaryAnne Thorndycraft, and Bert Quinn, Absent with notice: Mary Pergeau and Mike Luna
- II. Approval of agenda – Motion to approve the agenda by Quinn, Second by Abramczyk – passed
- III. Consent agenda - Motion to approve the consent agenda by Abramczyk, Second by Phillips – passed
 - A. Minutes of 6/19/2014 Library Board meeting
 - B. Bills
- IV. Financial Statement and Treasurer’s Report from June 2014- It was pointed out a new line appears on revenue report, ‘Realized/Unrealized Gain/Loss’. Current spending is on track at 42%
- V. Call to Public- none
- VI. Communications- Two additional communiques were received after the printing of the agenda and were presented by Pres. Thorndycraft
 - A. Press coverage
 - B. MLA Weekly Newsletter, July 3, 2014
 - C. MLA Weekly Newsletter, July 10, 2014
 - D. “It’s All About the Board,” *Public Libraries*, May/June 2014, pgs. 20-21,44.
 - E. Copy of minutes from Zoning Board of Appeals meeting on May 27, 2014
 - F. New company request for 50% waiver of Industrial Facilities Tax
- VII. Director’s Report –The Friends fund raising do well.
 - A. Library news and activities - As of 7/17/2014, summer reading participant numbers were: 940 youth, 235 teens and 161 adults. - New outreach services began at Silverbell Manor and were renewed at Lake Orion Nursing Center. – The library is partnering with N.O. Community Coalition for summer activities. – There is a new summer intern working at library. -Shelving moved out of adults services area. -Youth services has been extremely busy. -ONTV sessions continue to be produced. -RFID project going well. -DDA project to add sidewalk poetry in the down town area is the works. -Staff focused on emergency preparedness, adding active shooter and bomb threats procedures, –RFP for auditing services is due back 8-7-14.
 - B. Usage reports
 - C. Advocacy news - An endowment account was established with Ingram funds. -The Friends fund raising is do well.
- VIII. Old Business
 - A. RFID/Self-checkout project update- going well, tagging about 11,000 items

per week. Expected completion date is October.

B. Space planning project update- Going very well. Staff is in the process of finalizing a list of needed furniture. A RFP will be needed to purchase the suggested furniture. Building committee may be needed soon (August?) to determine next steps.

C. Strategic Plan Work Plan review - Quarterly review w/ board. Plan is color coordinated to identify similar or same items/tasks and to make the report easier to read.

IX. Standing Committee Reports-

A. Policy – set meeting. Policy committee set a meet date of 8/5/14 @ 5 p.m. to review 10-12 policies.

B. Finance – report from meeting 7/16/2014. Finance committee report -First draft of the budget was reviewed. Revenue and expenditures were optimistic for the year. Finance committee to meet on 8/5/14 @ 6 p.m. for a final reading before the board's August meeting. Committee will also review Audit RFP responses.

C. Fund Development – A mailing will take place this fall seeking contributions for the endowment fund.

D. Board Development – N/A

E. Building – The Building Committee needs to set a meeting date, but it is to be determined.

F. Human Resources – There will be a H.R. meeting September date to review benefit costs. Committee will have to take into account the need for staff to be included as part of the Affordable Care Act.

X. Discussion Items- none

XI. Action Items- none

XII. Questions from the Public- none

XIII. Trustee Comments

XIV. Adjournment - 7:53 p.m.

Minutes respectfully submitted by Bert Quinn