

Orion Township Public Library Board of Trustees -  
Public Hearing on 2014 Millage Rate  
Thursday, August 21, 2014  
6:30 p.m. – Library Conference Room

Board members present: Jim Abramzack, Jim Phillips, May Pergeau, MaryAnne Thorndycraft and Bert Quinn

Constituents of the public present - None

Call to order 6:34 p.m. by President Thorndycraft

Meeting Agenda

I. Public Hearing on 2014 Millage Rate - Resolution on the 2014 millage rate was read into the record by Trustee Abramzack . The resolution is to set the millage rate at 1.4189.

The meeting adjourned at 6:37 p.m.

Orion Township Public Library Board of Trustees -  
Public Hearing on the Proposed Budget for Fiscal Year 2015  
Thursday, August 21, 2014, 6:30 p.m.  
(Immediately following the Public Hearing on the 2014 Millage Rate)–  
Library Conference Room

Board members present: Jim Abramzack, Jim Phillips, May Pergeau, MaryAnne Thorndycraft and Bert Quinn

Constituents of the public present - None

Call to order 6:37 p.m. by President Thorndycraft

Meeting Agenda

I. Public Hearing on Proposed Budget for Fiscal Year 2015 –

The 2015 budget was presented. Revenue estimates call for a 2.96 percent increase in tax revenue over last year's estimate (\$1,930,000 vs. \$1,880,000). Total budget revenue estimated to be \$2,505,000 (inclusive of a General Fund balance transfer of \$400,000) vs. last year's estimate of \$2,487,000 (inclusive of a General Fund balance transfer of \$440,000). Expenditure estimates for call for a reduction in personnel costs with the rest of operational expenditures expected to remain stable. Expected Fund Balance estimated to be \$1,658,904 at end of year.

Resolution on the Proposed Budget for Fiscal Year 2015 was read into the record by Trustee Abramzack .

The meeting adjourned at 6:38 p.m.

Orion Township Public Library Board of Trustees -  
Regular Board Meeting  
Thursday, August 21, 2014, 6:30 p.m.  
(Immediately following the Public Hearing the Proposed Budget for Fiscal Year 2015)  
Library Conference Room

Board members present: Jim Abramzack, Jim, Mary Pergeau, MaryAnne Thorndycraft and Bert Quinn

Call to order 6:38 p.m. by President Thorndycraft

Moved to closed session at 6:48 p.m.

Resume regular meeting 6:56 p.m.

I. Approval of agenda – Motion by Abramzack, seconded by Phillips, to approve the agenda -passed

II. Consent agenda - Motion by Phillips, seconded by Pergeau, to approve the consent agenda - passed

A. Minutes of 7/17/2014 Library Board meeting

B. Bills

C. Financial Statement and Treasurer’s Report from July 2014

III. Call to Public – none

IV. Communications

A. Press coverage - numerous article were presented by the Director.

B. MLA Weekly Newsletter, July 17, 2014 -information on conference was noted

C. MLA Weekly Newsletter, July 24, 2014 - presented by the Director

D. MLA Weekly Newsletter, August 7, 2014 - presented by the Director

E. MLA Weekly Newsletter, August 14, 2014 - presented by the Director

F. Friends of Michigan Libraries Trustee Alliance Fall Newsletter, August 2014 - interesting articles were pointed out, along with a conference option.

V. Director’s Report

A. Library news and activities- teens were active in programming. Participated at farmers market. 4th little library opened at greens park. Added two new data bases to collection. Library staff provided content for ONTV. Staff did a promo for dragon on the lake. RFID continues to move forward. LED sign is progressing well. Staff training is taking place. Plan to install in September. Dealing with roof leak. Blood drive, geo caching, planned. Updated information on patron incident provided by director. Intense patron situation was handled by staff. Patron banned for 60 days.

B. Usage reports - summer reading program had record numbers of youth. Adults numbers are approaching past year levels.

C. Advocacy news - Friends book sale coming up.

VII. Old Business

A. RFID/Self-checkout project update - half way done with project. Some equipment is in building

B. Space planning project update- see Building Committee update.

VIII. Standing Committee Reports

- A. Policy—report from meeting - 8/5/2014 - minutes presented. Corrections made to attendees. Six policy changes were promulgated for either replacing or adding to policies. Recommendation is to approve as presented under action items. Set new meeting date for September 8th, 5:00 p.m.
- B. Finance – report from meeting - 8/5/2014- minutes presented. 2015 fiscal budget reviewed. 2015 truth in taxation was reviewed. RFP responses for auditing services were reviewed. Recommendation on each issue to be presented under action items.
- C. Fund Development- none
- D. Board Development - none
- E. Building – report from meeting - 8/7/2014 - minutes forthcoming. Specs are out regarding flow of the project. RFP for flooring, walls, and electrical to go out first before the furniture RFP. Essentially the RFPs are done, with appropriate mappings. RFP's to be finalized by the weekend. Board may review if they wish. Info is available at the library. Lobby to be first area remodeled. Plans for the rest of the project were mentioned. Storage pod needed for 'stuff', to be placed in parking lot. Director to see if a permit is needed. Furniture being considered and may have electrical outlets; however that may mean an increase of power requirements.
- F. Human Resources - none. Set meeting date to be September 8, 2014, 6:00 p.m.

#### IX. Discussion Items

- A. Review of Emergency Plan to Replace Executive Director and Long-term Succession Plan - minor errors to plan were corrected and verified contact information is up to date. Questions on plan compensation levels and staff position (Associate Director) needs to be referred to Human Resources committee.

#### X. Action Items

- A. Resolution for 2014 Millage Rate - Resolution was read by Trustee Abramzack. Motion to accept resolution made by Abramzack, supported by Phillips, - unanimously approved
- B. Proposed 2015 Budget- Resolution was read by Trustee Abramzack. Motion to accept resolution made by Abramzack, supported by Pugeau - unanimously approved
- C. Revised Policies - Resolution from Policy Committee to approve all six policy changes -approved
- D. Recommendation for Auditor - Recommendation from the Finance Committee to approved Abraham and Gaffney, and instruct the Director to contact of the organization, ayes: Phillips, Abramzack, Thorndycraft, Pergeau. Nays: none, Abstentions: Quinn

#### XI. Questions from the Public- none

#### XII. Trustee Comments

#### XIII. Adjournment at 8:20 p.m.