

Orion Township Public Library  
Board of Trustees Meeting Minutes, September 18, 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
n	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 @ 6:35 p.m.
- 2) Approval of agenda. Motion to approve the agenda as amended below - Quinn/ Pergeau
  - a) Communications additions
    - i) Letter from Abraham & Gaffney, P.C.
    - ii) Tax abatement letter from Orion Township
  - b) Closed session, added to section after "Call to Public".
- 3) Consent Agenda as presented: Quinn/Luna Approved.
  - a) Minutes from last meeting – Amendments to change Mrs. Pergeau's first name to "Mary".
  - b) Bills
  - c) Financial Statement and Treasurer's Report from August 2014.
- 4) Call to the Public –
 

James Pugh  
Martha Lee
- 5) Closed Session
 

6:48 p.m.  
Public left at this time.

7:05 p.m. ended the closed session.

Public returned.
- 6) Communications
  - a) Engagement letter distributed to the Trustees.
  - b) Anixter Inc. request tax abatement.
- 7) Director's report

- a) 961 children, 246 teens, and 163 adults participated Summer Reading Program this year.
- b) 46 teens participated in the Teen Lock-Out.
- c) Many activities planned in the fall.
- d) RFID continuing to go well. Over half of the materials have been tagged.
- e) The outdoor digital sign design has been approved for installation.
- f) Friends of the Library are conducting their book sale.
- g) The Friends of the Library are evaluating the feasibility of a Brick Program.

8) Old Business

- A. RFP for RFID/Self-checkout project update.
- B. Space planning project update: See Building Committee report.

9) Standing Committee Reports

- a) Policy Report –
  - i) Meeting report from the 9/8/14 meeting, on file. Motion to accept the policies as proposed carried.
- b) Finance –
  - None
- c) Fund Development –
  - 10/1/14, 6:30 p.m. to discuss the forthcoming mailer.
- d) Board Development –
  - Thorndycraft shared with Trustees what she learned at an offsite event she attended
- e) Building –
  - i) Report from 9/15/14 meeting. Director Knox reviewed with Trustees the progress of the building remodel.
  - ii) Building committee meeting 10/16/14 5:00 p.m.
- f) Human Resources committee meeting –
  - Report from September 8<sup>th</sup>. Daily Merit, our representative, presented the results of the health insurance analysis.

Ad Hoc Committee Reports

None.

10) Discussion Items

- a) Donation mailer
- b) Water heater – Jim P
- c) Solar panels – Jim P
  - i) Federal energy grants may be available.

- ii) Also considering the condition of the roof to support the equipment and will take into consideration of improving the roof. Dept of Energy will pay 1/3 of the roof replacement as part of the installation of the solar array.

11) Action Items

- a) Revised policies – The Policy committee unanimously recommends that the policies changes as presented be approved by the Board of Trustees. Motion carried.
- b) Recommendation for the employee health care.
  - i) The selection of “Simply Blue PPO Gold” for 2015 Employee Health Care Insurance, using the 80% Library/20% Employee premium cost sharing option.
  - ii) The selection of “Delta Dental – High Pediatric” for 2015 Employee Dental Care Insurance.

The 2 motions in section 11. b) carried.

12) Advocacy – None.

13) New meetings scheduled

- a) Fund Development committee: Mailer discussion meeting on October 1<sup>st</sup> at 6:30 p.m.
- b) Building committee – October 16<sup>th</sup> 5:00 p.m. to

14) Questions from the Public –

Public

15) Trustee comments

16) Adjournment at 8:18 p.m.

Mike Luna  
Secretary, Board of Trustees  
Orion Township Public Library