

Orion Township Public Library
Board of Trustees Meeting Minutes, October 16, 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 presented Phillips/Luna
 - a) Add "Bank Authorization" to Action Items, Item D.
 - b) Add "Closed session minutes" for approval to the Consent Agenda.
- 3) Consent Agenda as presented: Pergeau/Quinn Approved as amended.
 - a) Minutes from last meeting
 - b) Bills
 - c) Consent agenda: Closed session minutes added.
- 4) Financial Statements and Treasurer's Report from September 2014.

Labor attorney and AccounTemps are higher than expected.
Overall, the management has kept expenses under budget.
- 5) Call to the Public –

None
- 6) Communications
 - a) Grant received from Brooksie Way for geocaching
 - b) Review of various publications of Library activities and events
- 7) Director's report
 - a) Programming picking up in the Fall.
 - b) First Trivia Night at the C-Pub and was very successful. Another Trivia Night in November
 - c) RFID tagging is 2/3 completed.
 - d) The Library participated in the Michigan Libraries for Life program, which encourages patrons to sign up to be organ, tissue or eye donors.
 - e) Part time bookkeeper hired, starting on October 21st.

f) New digital sign installed Tuesday, September 30th. Great feedback has been received.

8) Old Business

A. Strategic Plan quarterly update: Trustees reviewed the Strategic Plan Work Plan.

B. RFP for RFID/Self-checkout project update. On-going. 2/3 completed.

C. Space planning project update – discussed below

D. Solar panel research - discussed below

9) Standing Committee Reports

a) Policy Report –

i) Report from the 10/1/14 meeting.

b) Finance –

i) Set a meeting to review the 2014 budget and make any further adjustments. November 11th at 5:00 p.m. at the OTPL

c) Fund Development –

i) Meeting report from the October 3rd.

ii) Friends are looking at other Libraries and their fundraising efforts.

iii) Set up a meeting November 4th at 6:30 p.m. at the OTPL to discuss the structure of partnerships/advertising on the closed circuit TV. Then Policy committee will then review for applicable policy updates.

d) Board Development –

On-line video viewed.

e) Building –

i) Various meetings with contractors/consultants occurred throughout the month.

(1) Opened bids for electrical work, wallpaper removal & painting project, flooring, and furniture. Bids had been sent to approximately 25 contractors. Minimal interest received. Single bid on electrical – Electrical Enterprises, Inc. out of Clarkston. Flooring – one proposal received – Library Design Associates Inc.(LDA) Furniture – multiple quotes received. LDA and NBS were the best proposals for furniture. Decision made to blend both LDA and NBS to complete the entire scope of work within budget.

Solar project: Design reviewed for a 50 Kilowatt proposal. We requested a design capable of handling 100% of our electrical system needs. The Library currently spends \$45,000 per year in electricity. The system that maxes our electrical needs has a net after rebate cost of \$315,000 and has a 7 year payback. Replacement of the roof would be subject also to a rebate from the government. The net cost of the roof is approximately \$269,000.

Pricing of systems has been declining as the technology seasons.

Need to investigate further if the solar panels cover the total electricity demands. Disconnection from the grid and generator would not occur.

f) Human Resources –

Meeting on 11/4/14 at 5:30 at the OTPL.

10) Ad Hoc Committee Reports

None.

11) Discussion Items

None.

12) Action Items

a.) Set calendar for Library closings 2015.

Approved as amended to add July 3rd on the closed days calendar. Phillips moved/Pergeau supported.

b.) Motion to approve the policies as presented in the minutes of this Committee:

Motion carries.

c.) Recommendation for:

Library Design and NBS to be blended to complete our scope of work for furniture.

Library Design \$117,163.78 plus \$17,000 for shipping, handling and installation.

NBS: \$23,230.24 plus \$3,000 for shipping, handling and installation.

Electrical Enterprises Inc. for electrical work - contract approved for \$26,500.

Library Design for flooring to include moving of shelving: contract approved for \$54,160.

d.) Motion to change signature card for Multi-Bank securities to remove Leslie and add Marjorie Wood. Moved by Pergeau/ Quinn Supported. Motion carried.

13) Advocacy – None.

14) New meetings scheduled

a) Finance Committee: November 11th at 5:00 p.m. at the OTPL.

b) Human Resources Committee - Meeting on 11/4/14 at 5:30 at the OTPL.

c) Fund Development –November 4th at 6:30 p.m. at the OTPL.

15) Questions from the Public – None

16) Trustee comments

17) Adjournment at 8:33 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library