

Orion Township Public Library  
Board of Trustees Meeting Minutes, November 20, 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
y	Trustee	James Abramczyk	c	x			x		x	x		c	
n	Treasurer	James Phillips	x	c			c		x				
y	Trustee	Bert Quinn							x	x		x	
y	Director	Karen Knox											

- 1) Call to order @ 6:33 p.m.
- 2) Approval of agenda. Motion to approve the agenda as presented Pergeau/Abramczyk
- 3) Consent Agenda as presented: Quinn /Pergeau Approved as presented.
  - a) Minutes from last meeting
  - b) Bills
  - c) Financial Statements and Treasurer's Report from October 2014.
- 4) GFWC Presentation
 

Established in February 1914  
Presented a \$1,550 check to Director Knox and the OTPL to purchase equipment for use by patrons.
- 5) Call to the Public –
 

Nancy Sulisz - Loves the OTPL  
Renee Horist
- 6) Communications
  - a) Review of various publications of Library activities and events
  - b) Great events and high participation for teens.
- 7) Director's report
  - a) LED sign has been completed.
  - b) 43 teens for Geek Club.
  - c) 500 people went through the haunted house.
  - d) 4 staff members presented at MLA.

e) RFID tagging is almost done.

8) Old Business

- A. RFP for RFID/Self-checkout project update. First week of December, we expect the 2 other self-checkout machines.
- B. Space planning project update – It was a bit challenging and appreciated the cooperation from the staff under difficult situations. The furniture has been ordered per the approval by the Board. All work has been within budget.
- C. Solar panel research – no updates at this time.

9) Standing Committee Reports

a) Policy Report –

- i) Set meeting date to review the policy framework from the Fund Development Committee. 12/1/14 at 5 p.m. at the OTPL is tentatively scheduled.

b) Finance –

- i) Minutes reviewed. Rebalance accounts per the meeting materials.

c) Fund Development –

- i) 11/4/14 meeting minutes regarding advertisements on LCD TV were reviewed.

d) Board Development –

None

e) Building –

None

f) Human Resources –

Meeting on 11/4/14 minutes reviewed. Discussed succession plan of Director and Emergency

10) Ad Hoc Committee Reports

None.

11) Discussion Items

None.

12) Action Items

- a.) From Human Resources Committee motion to approve the documents as revised: Emergency Action Plan to Appoint an Acting Director and Succession Plan for Replacement of the Director.

No further discussion. Motion carries.

- b.) Appointment of officers. A recommendation was made to rotate the positions beginning the following year, reminder to be given at the end of September 2015.

- i. Presentation of officers as the same as last year. Abramczyk moves to keep the officers the same as the previous year, seconded by Pergeau. Motion carries.

- c.) Committee members and related chairs were discussed.

- i. Policy – No changes
- ii. Finance – Abramczyk requested to be moved off. Addition of Quinn, Phillips to consider Chair.
- iii. Fund Development – No changes
- iv. Board Development – Addition of Abramczyk
- v. Building – No changes
- vi. Advocacy – No changes
- vii. Technology – Elimination of this committee
- viii. Strategic Planning – No changes
- ix. Human Resources – No changes
- x. Director Evaluation – Addition of Pergeau; Chair Thorndycraft

Tabled the above for Phillips input to December 2014 meeting.

d.) Revised budget

- i. The Finance committee recommends the budget rebalance be approved as presented. Motion carries.

e.) The Board approves the naming of Karen Knox, Marjorie Wood and James Phillips on the OTPL account at Lakes Community Credit Union.

- i. Luna motioned to approved/seconded by Quinn. Motion carries.

13) Advocacy – None.

14) New meetings scheduled

- a) Policy Committee: 12/1/14 at 5:00 p.m. at the OTPL.

15) Questions from the Public – None

16) Trustee comments

17) Adjournment at 8:20 p.m.

Mike Luna  
Secretary, Board of Trustees  
Orion Township Public Library