

Orion Township Public Library
Board of Trustees Meeting Minutes, December 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
y	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 Abramczyk/Quinn
 - a) Closed session after Call to Public
 - b) C. Director Salary under Action Items
- 3) Consent Agenda as presented: Abramczyk/Phillips Approved as presented.
 - a) Minutes from last meeting
 - b) Bills
 - c) Financial Statements and Treasurer's Report from November 2014.
- 4) Call to the Public –

None
- 5) Closed session at 6:37 p.m.
- 6) End of Closed session 6:48 p.m.
- 7) Communications
 - a) Review of various publications of Library activities and events
 - b) Great events and high participation for teens
 - c) Musical events and many participants
- 8) Director's report
 - a) The Board would like to recognize Kathleen Kozlowski, Teen Services Librarian, for developing and increasing participation of Teen programming.
 - b) Trivia event at the C-Pub attracted 49 participants.
- 9) Old Business

- A. RFP for RFID/Self-checkout project update. Self-check outs are functional and Patrons are using them. One more will be in the Youth room.
- B. Space planning project update – Shelving installed for Friends book store and shelves. Signage to match lobby for Friends area. Some furniture arriving next week. The rest of the furniture will be in January. New vending machines installed. January 6th meeting to discuss Youth Area project. All work has been within budget.
- C. Solar panel research – The annual cost of the Library’s electrical use is approximately \$45,000 per year. \$21,000 of electrical needs can be generated from a roof-based system. 15 year payback. Discussion regarding the Fund Balance, continued renovations and future renovation, along with having a balanced budget in place prior to taking on such an endeavor. The Board requested continued due diligence to gain an understanding of other companies who can provide information and other quotes. This due diligence includes roof replacement and is offset by a 30% rebate from the government.

10) Standing Committee Report –

- a) Policy Report –
 - i) Meeting minutes were reviewed from the previous meeting, centering on the advertising framework provided by the Fund Development committee.
- b) Finance –
 - i) None.
- c) Fund Development –
 - i) Continued work on advertising flyer. Expect to finalize prior to the next Board meeting.
- d) Board Development –
 - i) Board development committee meeting January 12th at 5:00 p.m. at the OTPL.
- e) Building –
 - i) None
- f) Human Resources –
 - None

11) Ad Hoc Committee Reports

None.

12) Discussion Items

None.

13) Action Items

- a.) Revised budget for 2014
 - Edits were reviewed. Motion to accept the revisions as presented Luna/Pergeau. No further discussion. Motion carries.
- b.) Set 2015 board meeting calendar
 - i. Revision to move the January 15th meeting to the following week, January 22nd to allow time for financials to be finalized. Motion by Quinn/Phillips, No further discussion. Motion carries.

- c.) Directors salary
 - i. Motion by Phillips/ Seconded by Luna to approve a 3% increase in Director salary. No further discussion. Motion carries.
 - ii. Director evaluation moved to February to coincide with date of hire.
- d.) Policy changes from the Policy committee as presented in the minutes from 12/1/14. No further discussion.
- e.) Committee members and related chairs were discussed.
 - i. Policy – No changes
 - ii. Finance – Abramczyk requested to be moved off. Addition of Quinn, Phillips to 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

14) Advocacy – None.

15) New meetings scheduled

- a) Board development Committee: 1/12/15 at 5:00 p.m. at the OTPL.

16) Questions from the Public – None

17) Trustee comments

18) Adjournment at 8:39 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library