

Orion Township Public Library
Board of Trustees Meeting Minutes, June 18, 2015

attendance			Policy	Finance	F und Development	Board development	Building		Advocacy	Strategic planning	Human Resources	Director Evaluation	James E. Ingram
y	President	MaryAnne Thorndycraft	x	x	x	c	x		x	x	x	c	
y	Vice-President	Mary Pergeau			x	x	x		x	c		x	
y	Secretary	Mike Luna			c				x	x		x	
y	Trustee	James Abramczyk	c			x	x		x		c		x
y	Treasurer	James Phillips	x	c			c		x				
y	Trustee	Bert Quinn		x					x		x		
y	Director	Karen Knox											

- 1) Call to order @ 6:30 p.m.
- 2) Approval of agenda as presented. Motion to approve the agenda as presented by Pergeau/Phillips.
- 3) Introduction of new employee
 - a) Suzanne Tison – Joined us recently - 25 hours per week in Youth Department. 10-year veteran of libraries.
- 4) Presentation by Friends of the Library board members
 - a) President Diane Griffiths and VP Pat Belanger presented an update on recent events and support provided to the OTPL over the past 11 month. The Board of Trustees recognizes the invaluable support provided to the Library and appreciates all of the hard work the Friends do for the Library.
- 5) Consent Agenda as presented: Phillips/ Pergeau as presented.
 - a) Minutes from last meeting
 - b) Bills
 - c) Financial Statement and Treasurer’s Report from May 2015
- 6) Call to the Public –

None after Suzanne, Pat and Diane.
- 7) Communications
 - a) Press coverage – Reviewed the various communications from the community over the past month. Karen is on the Long Range Planning Committee of the Lake Orion Community Schools.
 - b) Board reviewed 2 comment cards from Patrons who invested the time to provide their thoughts.
- 8) Director’s report
 - a) Summer Reading Kickoff: All day Saturday: 1,332 people; Between 11 a.m. & 2 p.m.: 1.017 people. Larger turnout than last year.
 - b) Hoopla – streaming content. We are looking to adding as a supplement to audio/video service.

- c) Continuing to look at signage for the lobby.

9) Old Business

- A. FOIA – model policy for new laws in effect July 1, 2015 – the material changes are definitions of fees for FOIA requests; summary policy for the FOIA.

10) Standing Committee Report –

- a) Policy Report –

- i) None

- b) Finance –

- i) Committee to set budget meeting for 7/13/15 at 6:30 at the OTPL.

- c) Fund Development –

- i) Box was

- d) Board Development –

- i) Friends presentation

- e) Building –

- i) Committee meeting report. The 25-year-old rooftop cooling system is showing its aged. Heating system is working well. Heat exchanger is cracked and not repairable. We are at a point where we have to address this system. Approximately \$95K to replace the rooftop units. This does not include ductwork system and wiring, which may not be a necessary upgrade. The estimate also does not include the communication system, which we may want to keep as simple as possible.

Abramczyk joined the meeting.

An RFP will be prepared after an engineering study has been completed.

Recommendation from the Committee to solicit engineering report and RFP preparation for repair and/or replacement of HVAC systems as necessary.

- f) Human Resources –

None

- g) Ad Hoc Committee Reports

None.

- h) Advocacy – None.

11) Discussion Items

- a) VEBA – Actuarial Valuation report included. Annual required contribution was \$5,521 – slightly overfunded.
- b) Township establishment of new tax capture CIA – Karen has been in touch with Township officials. Suggestion by Abramczyk to contact individual Township Trustees. New development tax base is the risk and many taxing authorities could be negatively impacted.
- c) Bronze sculpture donation request – Discussion. Trustees liked the idea the grandmother and grandchild clay model sculpture.

12) Action Items

- a) New FOIA policy – Quinn read the Summary policy. Motion to accept the policy as presented Quinn/Phillips. Motion carries.
- b) Sealcoat of parking lot – review of quotes – 3 quotes were obtained. Tabled until the July Board meeting.
- c) Rename of Jim Ingram Committee to Designated Gift Committee – Motion by Phillips to change the James Ingram Committee name to Designated Gift Committee. Seconded by Pergeau. Motion carries.
- d) Communication to Township re: establishment of new tax capture CIA – Tabled until deemed necessary to list as an Action Item.
- e) Bronze sculpture donation acceptance - Pergeau moves to accept the donation of the Grandmother and Grandson sitting on the bench sculpture as presented in the Board packet. Seconded by Phillips. Motion carries.

13) New meetings scheduled

- a) Finance Committee meeting set for 7/13/15 at 6:30 p.m. at the OTPL.

14) Questions from the Public – None

15) Trustee comments

16) Adjournment at 8:37 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library