

Orion Township Public Library
Board of Trustees Meeting Minutes, July 16, 2015

attendance			Policy	Finance	Fund 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 @ 6:45 p.m.
- 2) Approval of agenda. Motion to approve the agenda as amended by Luna/Quinn.
 - a) Remove "Introduction of new employee" from the agenda.
- 3) Consent Agenda as presented: Quinn/ Luna as presented.
 - a) Minutes from last meeting
 - b) Bills
 - c) Financial Statement and Treasurer's Report from June 2015
 Received a small amount in excess of budget. Expenditures are 44% of budget, overall favorable at 50% of the year has been recognized.
 Capital improvements are over budget, due to renovation project which was approved in 2014, but may need to move money from the fund balance to balance the budget.
- 4) Call to the Public –
 None
- 5) Communications
 - a) Press coverage – Full-page advertisement on the OTPL was noted in the Lake Orion Review as a result of a donation to the publisher.
 - b) Reviewed the various communications from the community over the past month.
 - c) Board reviewed 1 comment card from a Patron who invested the time to provide their thoughts.
 - d) Library state aid was increased by \$1 million to be shared by all Michigan libraries.
 - e) No new recent developments regarding the Orion Township Brown Road corridor and taxation.
- 6) Director's report
 - a) Summer Reading Program: As of the end of June, we have 140 adults, 209 teens and 821 kids signed up for the Program.
 - b) 4-week Sponsorship by a private school was received for the closed circuit TV.

- c) 15 businesses supported the Summer Reading program as partners offering discounts/freebies to patrons.
- d) The Statistics page is quite interesting: Visitors to the Library has increased by over 2,000 patrons this year compared to last year. A suggestion was made to highlight some of the statistics prominently in the lobby.
- e) Comments were made by Trustees on the great website for the Library. Business partnerships are displaying very well and the website is easy to navigate.

7) Old Business

A. Seal coating of the parking lot –

3 different quotes were initially obtained. A suggestion to saw-cut in lieu of overlaying the areas in need of repair was made by Phillips. Saw-cutting costs 3 times as much as overlaying, according to one contractor.

The costs vs. the benefits of the methods of addressing the parking lot were discussed at length. Director was requested to ask the Orion Twp Collaboration Committee for suggestions.

The expectation is to commence the process by the next Trustee meeting in August.

B. HVAC system: Engineer and Phillips have been trying to get in contact. Engineer is familiar with the Library.

8) Standing Committee Report –

a) Policy Report –

i) None

b) Finance –

i) Committee meeting from 7/13/15 – Director proposed a budget to the committee. Director was asked to research a few items and return to the next meeting for finalization of the budget.

ii) Next meeting is August 17th at 6:30 p.m. at the OTPL.

c) Fund Development –

d) Board Development –

e) Building –

i) Committee meeting is August 17th at 7:00 p.m. at the OTPL.

f) Human Resources –

Meeting in September after receipt of the health insurance renewal packet.

g) Ad Hoc Committee Reports

None.

h) Advocacy – None.

9) Discussion Items

None

10) Action Items

None

11) New meetings scheduled

- a) Finance Committee meeting - August 17th at 6:30 p.m. at the OTPL.
- b) Building Committee meeting - August 17th at 7:00 p.m. at the OTPL.

12) Questions from the Public – None

13) Trustee comments

14) Adjournment at 7:55 p.m.

Mike Luna
Secretary, Board of Trustees
Orion Township Public Library