

Orion Township Public Library  
Board of Trustees Meeting Minutes, August 20, 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 at 6:33 p.m.
- 2) Adjourn for Millage, Budget and Closed Sessions. 6:35 p.m.
- 3) Call to order at 7:29 p.m.
- 4) Approval of agenda. Motion to approve the agenda as amended by Luna/Quinn.
  - a) Township letter regarding Brown Road Corridor Improvement Area.
  - b) Action item for the proposal for asphalt parking lot proposal.
  - c) Action item for Adult area renovation.
- 5) Consent Agenda as presented: Quinn/ Luna as presented.
  - a) Minutes from last meeting
  - b) Bills
  - c) Financial Statement and Treasurer's Report from July 2015
- 6) Call to the Public –
 

None
- 7) Communications
  - a) Press coverage – Another full-page advertisement on the OTPL was noted in the Lake Orion Review as a result of a donation to the publisher. This is very much appreciated.
  - b) Materials are included in the packet.
- 8) Director's report
  - a) Summer Reading Program: As of the end of July, we have 176 adults, 249 teens and 948 kids signed up for the Program.
  - b) Director to visit the Rotary Club on 8/27/15.

- c) Hoopla will be a service available to residents of Orion. More information and awareness forthcoming. This is a very exciting development.

9) Old Business

A. Bronze sculpture update

Pictures were presented. The Trustees are excited to see the finished sculpture.

- B. Sealcoat parking lot. RFP has been distributed. Parking lot and certain areas of curbing are deemed to be in need of smaller repairs and should be addressed prior to it needing significant repairs. September 9<sup>th</sup> is the due date for the bids from 8 contractors. Action to be taken next month.

a.) Building committee meeting is scheduled for September 9<sup>th</sup> at 6 p.m. at the OTPL.

- C. HVAC system: Phillips will attempt to get Engineer at the Library tomorrow. Engineer is familiar with the Library.

- D. Public Hearing at the Orion Twp Board meeting on 9/8/15 at 7 p.m. for the Brown Road Corridor Improvement Authority. It is unknown whether we have an option to opt out. Board members or a representative are encouraged to attend.

10) Standing Committee Report –

a) Policy Report –

b) Finance –

- i) Discussed Proposed Budget was reviewed.

c) Fund Development –

d) Board Development –

e) Building –

- i) Report reviewed from 8/17/15 meeting.
- ii) Proposal to renovate the Adult area was reviewed.
- iii) Committee meeting is September 9<sup>th</sup> at 7:00 p.m. at the OTPL.

f) Human Resources –

Meeting on September 9<sup>th</sup> at 6:30 p.m. at the OTPL to review the health insurance renewal packet and personnel policy manual review.

g) Ad Hoc Committee Reports

None.

h) Advocacy – None.

11) Discussion Items

Review Emergency Action Plan to Appoint an Acting Director and Succession Plan for the Replacement of the Director

12) Action Items

- a) Resolution for 2015 Millage Rate

Resolution was read by Trustee Pergeau. Motion to accept resolution made by Abramczyk, supported by Phillips, unanimously approved.

b) Proposed 2016 Budget

Resolution was read by Trustee Phillips. Motion to accept resolution made by Abramczyk, supported by Pergeau, unanimously approved

c) Bank institutions and signers

i) Motion to approve the list of OTPL Banking Institutions and Authorized Signers dated 8/20/15, a copy of which is on file at the Library, by Abramczyk, 2<sup>nd</sup> by Pergeau. Motion unanimously carried.

d) Proposal by KBA for the design as presented, not to exceed the \$11,000 as quoted. Motion by Phillips, seconded by Pergeau. Motion carried.

13) New meetings scheduled

a) Human Resources Committee meeting – September 9<sup>th</sup> at 6:30 p.m. at the OTPL.

b) Building Committee meeting – September 9<sup>th</sup> at 7:00 p.m. at the OTPL.

14) Questions from the Public – None

15) Trustee comments

16) Adjournment at 8:58 p.m.

Mike Luna  
Secretary, Board of Trustees  
Orion Township Public Library