

**Orion Township Public Library Board of Trustees
Meeting Minutes**

Thursday, September 17, 2015
6:30 p.m. – Library Conference Room
Minutes of the meeting

I. Call to order – 6:31 p.m.

II. Approval of agenda with the addition of an action item of 'purchasing policy'. Motion by Mary, second by Jim A. – approved

III. Introduction of new employees- Mary Gleason, Carol Henry, Val Nacey, and Julie Schneider

IV. Consent agenda – motion by Jim A., second by Mary – approved with Quinn abstaining.

A. Minutes of 8/20/2015 Library Board meeting

B. Bills

C. Financial Statement and Treasurer's Report from August 2015

V. Call to Public – No public present

VI. Communications – Director shared the following information

A. Press coverage

B. MLA Weekly Newsletter, August 20, 2015

C. MLA Weekly Newsletter, August 27, 2015

D. MLA Weekly Newsletter, September 3, 2015

E. MLA Weekly Newsletter, September 10, 2015

VII. Director's Report – Attendance is up, great response to program offerings. Sept is library card sign up month. Friends book sale next week. Circulation is up.

A. Library news and activities

B. Usage reports

C. Advocacy news

VIII. Old Business

A. Sealcoat of parking lot - item moved to committee report

B. HVAC system – item moved to committee report

C. Bronze sculpture location - Donor wants location of the sculpture approved by the board. She does not want it in the main lobby, but in the exterior lobby - which limits viewing.

D. Township Corridor Improvement Authority – Public hearing to be held at Township office.

IX. Standing Committee Reports

A. Policy - none

B. Finance - none

C. Fund Development – Haunted House - Erebus is unable to sponsor library event for this year. Need to approach them earlier next year.

D. Board Development - President Thorndycraft passed out an article for discussion. "Is there a future for libraries?"

E. Building – report from meeting 9/9/2015 - sealcoating- Four (4) companies responded to our RFP. Radiant Asphalt price for a thermal repair to pavement is reasonable for work proposed. Birmingham Sealcoat pricing to handle other aspects of bid packet not covered by Radiant is reasonable. Motion for approval will be under new business.

HVAC – Six (6) rooftop units, duct work and dampers need attention. Airflow is occurring, but is it efficient? An engineer will look into the situation. Question becomes 'are we getting optimal performance or at least sufficient enough to meet our needs?' The engineer will have a report to us in two weeks that should determine work to be requested in an RFP. The engineer will provide the technical specs and be available at the bidder's conference to answer questions. Motion for approval will be under new business.

Issue- RFP for furniture for adult remodeling. Need verbiage about using federal bid list as an option. Set next building committee meeting to be October 7 @ 5 p.m.

F. Human Resources – report from meeting 9/9/2015 - Health care costs for next year are going down. Discussed hard cap vs 80/20 rule. Committee decided on 80/20 rule in order to keep equity amongst staff. Motion to approve committee recommendation to have BCBS Simply Blue PPO Gold plan will be under new business

X. Discussion Items – none

XI. Action Items

A. Sealcoat of parking lot – motion to approve committee recommendation, "Radiant Asphalt proposal of \$11,625 for pavement repairs and Birmingham Sealcoating proposal of \$14,355 for curb repair, crack filling, seal coating and striping are suggested for approval with a total job cost not to exceed \$30,000." – approved

B. Bronze sculpture location - motion by Jim A and seconded by Jim P to place sculpture in the west corner of the vestibule - approved. It was pointed out that library policy still stands in regards to accepting gifts.

C. Healthcare coverage for 2016 – motion to approve committee recommendation, “Renew existing Blue Cross Blue Shield Simply Blue PPO Gold plan using the 80/20 cost-sharing ratio, same as 2015. – approved.

D. Personnel policy manual updates - motion to approve committee recommendation, Accept proposed changes to the Personnel Policy manual as presented. – approved

E. Change in Fiscal Policy – Motion by Jim A., second by Mary to accept the revised Financial Policy as presented. – approved

XII. Questions from the Public- none

XIII. Trustee Comments

XIV. Adjournment