

**SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES**

**Minutes of Regular Board Meeting**

**Monday, January 27, 2025**

President: Denise Stacer  
Vice President: Linda Hamilton  
Treasurer: Daniel Siivola  
Secretary: Hattie Maguire  
At Large: Pat Peruski; Russell Sims; Erin Petricca  
Director: Paulina Poplawska  
Assistant Director: Kathleen Hutchinson  
Head of Information Services: Kathy Merucci  
Head of IT: Kevin Campbell  
Recording Secretary: Kevin Campbell

**A. Call meeting to order and verify quorum (25-25)**

President Stacer called the meeting to order in the Meeting Room #1 at the Salem-South Lyon District Library at 6:59 p.m.

Present: D. Stacer, L. Hamilton, P. Peruski, H. Maguire, E. Petricca, P. Poplawska, K. Hutchinson, K. Merucci, T. Robinson, K. Campbell, N. Pratt  
K. Campbell - Recording Secretary  
K. Housman – Friends Representative  
H. Sanford – Staff Representative  
Absent: R. Sims (Excused), D. Siivola (Excused)

**B. Approval of agenda (25-26V)**

Motion to approve the agenda was made by L. Hamilton; seconded by H. Maguire.

Yes: 5;

No: 0.

Motion Carried.

**C. Introduction of guests (25-27)**

Guests were introduced by P. Poplawska.

**D. Approval of past minutes from Regular Board Meeting on January 6, 2025 (25-28V)**

Motion to approve the January 6, 2025, minutes was made by L. Hamilton; seconded by P. Peruski.

Yes: 5;

No: 0.

Motion Carried.

**E. Public comment (25-29)**

No public comment.

**F. Friends of the Library Report**

Submitted for board review and filed.

## **G. Financial Report**

### **1. Acceptance of December 2024 Financial Report (25-30V)**

Motion to accept the December 2024 financial report was made by L. Hamilton; seconded by E. Petricca.

Yes: 5;

No: 0.

Motion Carried.

## **H. Approval for Payroll Report December 2024 (25-31V)**

Motion was made to approve the December 2024 Payroll report made by L. Hamilton; s seconded by P. Peruski.

Yes: 5;

No: 0.

Motion Carried.

## **I. Approval for Board Review of Bills and credit card purchases for December 2024 (25-32V)**

Motion to approve Bills and Credit Card purchases for December 2024 was made by L Hamilton; seconded by E. Petricca.

Yes: 5;

No: 0.

Motion Carried.

## **J. Director Report (25-33)**

Submitted for board review by P. Poplawska and filed.

## **K. Staff Reports (25-34)**

Submitted for board review and filed.

## **L. Committee Reports**

### **1. Advocacy/Marketing (25-35)**

President Stacer would like to include marketing within the advocacy committee.

### **2. Facilities**

#### **A. Renovation timing and plans for 2025 (25-36V)**

The RFP for Library Design Services has been voided. Staff will refine the scope of work that was presented to the Facilities Committee and a range of cost and options to move the project forward. The Facilities Committee proposed to the Board to work with Shaw Construction.

At the next Facilities Committee meeting, a generator contractor will be brought in to discuss options and design system that works best for the building.

### **3. Policy Committee (25-37)**

No updates from the policy committee.

### **4. Budget (25-38)**

No updates from the budget committee

### **5. Professional Development (25-39)**

No updates from the professional development committee.

## **M. Correspondence and communications (25-40)**

## **N. Old Business (25-41)**

There was no old business.

## **O. New Business**

### **1. Marketing Discussion (25-42)**

The department continues to collaborate with staff to develop and implement strategies aimed at reaching new users, enhancing business partnerships, raising awareness of our digital collections and literacy initiatives, and target marketing via email. Board discussion of gathering patron information to facilitate library promotions, and patron promotion of the library and lesser-known items and services.

## **P. Board Comments (25-43)**

There were no Board Comments.

## **Q. Adjournment (25-44)**

Meeting adjourned at 7:34 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes of a special budget and regular meeting of the Salem-South Lyon District Library, Counties of Oakland and Washtenaw, State of Michigan, held on January 6, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act, being Act 267, Public Acts of Michigan, 1976, as amended, and Executive Order 2020-75 and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Respectfully submitted, Kevin Campbell, Recording Secretary