

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Minutes of Regular Board Meeting
Monday, October 28, 2024

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 (24-232)

President Stacer called the meeting to order in the Meeting Room #2 at the Salem-South Lyon District Library at 7:00 p.m.

L. Hamilton, P. Peruski, D. Siivola, R. Sims, H. Maguire, P. Poplawska, K. Hutchinson,
K. Merucci, T. Robinson, K. Campbell
K. Campbell - Recording Secretary
K. Hill – Staff Representative
A. King – Friends Representative
Absent: E. Petricca (excused)

B. Approval of agenda (24-233V)

Motion to approve the agenda was made by R. Sims; seconded by D. Siivola.
Yes: 6;
No: 0.
Motion Carried.

C. Introduction of guests (24-234)

Guests were introduced by P. Poplawska.

D. Approval of past minutes from Regular Board Meeting on September 30, 2024 (24-235V)

Motion to approve the September 28, 2024, minutes was made by L. Hamilton; seconded by D. Siivola.
Yes: 6;
No: 0.
Motion Carried.

E. Public Comment (24-236)

No public comment.

F. Friends of the Library Report (24-237)

P. Poplawska introduced the guests.

G. Financial Report

1. Acceptance of September 2024 Financial Report (24-238V)

Motion to accept the September 2023 financial report was made by L. Hamilton; seconded by D. Siivola.

Yes: 6;

No: 0.

Motion Carried.

H. Approval for Payroll Report September 2024 (24-239V)

Motion was made to approve the September 2024 Payroll report made by L. Hamilton; seconded by R. Sims.

Motion withdrawn by L. Hamilton..

Motion to table September 2024 payroll report until after policy review was made by L. Hamilton; seconded by R. Sims.

Yes: 6;

No: 0.

Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for September 2024 (24-240V)

Motion to approve Bills and Credit Card purchases for September 2024 was made by L. Hamilton; seconded by H. Maguire.

Yes: 6;

No: 0.

Motion Carried.

J. Director Report (24-241)

Submitted for board review by P. Poplawska and filed.

Additions to Director Report:

Shaw Construction will be painting the quiet reading area this week. The quiet reading room has an occupancy of 44 and is in its own zone with air handler 3 so all air is cycled through adequately. There were eight electrical plugs added during the refresh two on the outside for adult and children's and the rest in the reading room. There were already three plugs on the floor.

The budget report for the reading room project had an error. The \$3,992.45 under Shaw Construction should not be there. The Eastern grounds landscaping project budget should have an additional \$3,200 for irrigation costs.

K. Staff Reports (24-242)

Submitted for board review and filed.

L. Committee Reports

1. Advocacy (24-243)

2. Budget

A. 2024-2025 Recommended budget amendment (24-244V)

Motion to amend the budget per the recommendation of the Budget committee was made by D. Siivola; seconded by L. Hamilton.

Yes: 6;

No: 0.

Motion Carried.

3. Facilities (24-245)

4. Policy Committee

A work group will be formed with P. Poplawska, D. Siivola, K. Hutchinson, L. Hamilton, D. Stacer, and K. Merucci to address the Earned Sick Time Act (ESTA).

B. Policies reviewed with changes: 203, 213, 219, 410, 410.2, 417.1 (24-247V)

Motion to accept all the reviewed policies with the proposed changes except changes to 203 and 213 was made by H. Maguire; seconded by P. Peruski.

Yes: 6;

No: 0.

Motion Carried.

Motion to not accept changes as presented to 203 and amended to read
Under salaried staff: "Eight hours of Paid Time Off for FY2024 2025,
taken the day of birth date or during the week of the birthday."

Under hourly employees: "Birthday pay for FY 2024-2025, paid time off for
the hours equivalent to an average shift, taken the day of birth date or
during the week of the birthday." was made by H. Maguire; seconded by L.
Hamilton

Yes: 6;
No: 0.
Motion Carried.

H. Approval for Payroll Report September 2024 (24-239V)

Motion to approve the September Payroll report was made by L. Hamilton review;
seconded by H. Maguire.
Yes: 6,
No: 0,
Motion carried.

5. Professional Development (24-248)

M. Correspondence and communications (24–249)

No correspondence or communications.

N. Old Business (24-250)

No old business.

O. New Business

1. Website Vendor Recommendation (24-251V)

Motion to award the contract for the redesign of the library website to WalkOne was
made by L. Hamilton; seconded by H. Maguire.

Yes: 6,
No: 0,
Motion carried.

2. Snow Bid - Informational (24-252)

P. Board Comments (24-230)

There were board comments.

Q. Anticipated Closed Session Pursuant to OMA 15.268, Section 8 (1)(a) (24-254V)

Motion to go into a Closed Session as stated in the Open Meetings Act 15.268 Section 8 (1)(a)
with board members and P. Poplawska in attendance was made by L. Hamilton at 8:13 p.m.;
seconded by H. Maguire

H. Maguire called the roll:

D. Stacer: Yes;
L. Hamilton: Yes;
P. Peruski: Yes;

D. Siivola: Yes;
R. Sims: Yes;
H. Maguire: Yes

Motion Carried.

The Board meeting convened in Closed Session at 8:18 p.m.

R. Return to Regular Board Meeting (8:42 p.m.)

The Board confirmed that it made the right decision in hiring Director Paulina Poplawska.

S. Adjournment (24-255)

Meeting adjourned at 8:44 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 October 28, 2024, 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