

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES
Minutes of Regular Board Meeting
Monday, August 26, 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 (24-184)

President Stacer called the meeting to order in the Meeting Room #1 at the Salem-South Lyon District Library at 7:05 p.m.

L. Hamilton, P. Peruski, E. Petricca, D. Siivola, R. Sims, H. Maguire, P. Poplawska, K. Hutchinson, T. Robinson, K. Campbell
K. Campbell - Recording Secretary
C. McIntosh - Staff Representative

B. Approval of agenda (24-185V)

Motion to approve was made by L. Hamilton as amended; seconded by D. Siivola.
Yes: 7;
No: 0.
Motion carried.

C. Introduction of guests (24-186)

D. Approval of past minutes from Special Budget and Regular Board Meeting on July 29, 2024 (24 -187V)

Motion to approve was made by L. Hamilton; seconded by H. Maguire.
Yes: 7;
No: 0.
Motion carried.

E. Public Comment (24-188)

No public comment.

F. Introduction of Guests (24-189)

P. Poplawska introduced the guests.

G. Financial Report

1. Acceptance of July 2024 Financial Report (24-190V)

Moved to accept the July 2024 financial report was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion carried.

H. Approval for Payroll Report July 2024 (24 -191V)

Motion to approve the July payroll report was made by L. Hamilton; seconded by H. Maguire.

Yes: 7;

No: 0.

Motion carried

I. Approval for Board Review of Bills and credit card purchases for July 2024 (24 -192V)

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

Yes: 7;

No: 0.

Motion carried.

J. Director Report (24-193)

Submitted for board review by P. Poplawska and filed.

Request by Library Board to include a time to completion timeline/monthly update for the all projects including Fireplace/Adult Quiet Area Reading Room.

K. Staff Reports (24-194)

Submitted for board review and filed.

Request by Library Board for more consistency in reporting statistics on a monthly basis and to add a spreadsheet with programs. If numbers are provided for select programs, an attachment with the same data should be available for all programming.

L. Annual Report (24-195)

As part of the annual report, Library Board would like to see:

- All people credited for donations
- How staff professional development, committees and outreach programs are benefiting the community

The enclosed annual report should be written to the community and not to the Library Board.

M. Committee Reports

1. Advocacy (24-196)

The annual appeal will be presented at next month's meeting.

2. Budget (24-197)

3. Facilities (24-198)

a. Bass Controls LG Integration

Motion to approve the Bass Controls LG Integration not to exceed \$17,500 (\$1,000 added to add sensors) was made by L. Hamilton; D. Siivola seconded.

Yes: 7

No: 0

Motion carried

4. Policy Committee

a. Policies reviewed with no changes: 213, 215, 218, 219, 220, 221, 224, 300, 301, 403, 404 (24-198V)

b. Policies reviewed with changes: 212, 400, 401, 402, 406, 407, 409 (24-199V).

Motion to approve the policy changes as stated was made by L. Hamilton; seconded by P. Peruski.

Yes: 7

No: 0

Motion carried

5. Professional Development (24-200)

In the new year, we will take a look at strategic plan and conflict resolution training for staff and board.

N. Correspondence and communications (24-201)

No correspondence.

O. Old Business (24-202)

No Old Business.

P. New Business

1. 2025 Holidays and Board Meetings (24-203V)

Proposed 2025 Board Meeting Dates February 24, 2025, 7 p.m. March 31, 2025, 7 p.m. April 28, 2025, 7 p.m. May 19, 2025, 7 p.m. (Special Budget Meeting) June 30, 2025, 7 p.m. July 28, 2025, 7 p.m. August 25, 2025, 7 p.m. September 29, 2025, 7 p.m. October 27, 2025, 7 p.m. November 24, 2025, 7 p.m. No Meeting in December January 5, 2026, 7 p.m. January 26, 2026, 7 p.m.

Motion to accept the dates as presented was made by L. Hamilton; seconded by R. Sims.

Yes: 7;

No: 0.

Motion carried.

Proposed Holiday Closures Monday, January 1, 2025, New Year's Day Saturday, May 24 & Monday, May 26, 2025, Memorial Day Friday, July 4 & Saturday, July 5, 2025, Independence Day Saturday, August 30 & Monday, September 1, 2025, Labor Day Wednesday, Nov. 26 (early closure @ 5 p.m.), Thursday, Nov. 27, & Friday, Nov. 28, 2025, Thanksgiving Wednesday, Dec. 24, Thursday, Dec. 25, 2025, & Friday, Dec. 26, 2025, Christmas Wednesday, December 31, 2025, New Year's Eve.

Motion to postpone Holiday closure dates to the September meeting was made by L. Hamilton; seconded by P. Peruski.

Yes: 7;

No: 0.

Motion carried.

Staff will be surveyed to pick between closure on Black Friday and Boxing Day.

2. SSLDL Website Redesign Vendor Selection (24-204V)

Discussion in Facilities meeting. A committee will be formed to include a Board Trustee, Friends Member, and Community Member to complete selection of prospective vendor. To be completed by November 1.

3. Par Plan Grant Resolution Statement of Assurances (24-205V)

Motion to approve the resolution statement of assurances was made by L. Hamilton; seconded by P. Peruski.

Yes: 7;

No: 0.

Motion Carried

Q. Board Comments (24-206)

There were board comments.

R. Adjournment (24-207)

Meeting adjourned at 8:18 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 August 26, 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