

SALEM-SOUTH LYON DISTRICT LIBRARY BOARD OF TRUSTEES

Minutes of Regular Board Meeting

Monday, September 30, 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 (24-208)

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, E. Petricca, D. Siivola, R. Sims, H. Maguire, P. Poplawska, K. Hutchinson, K. Merucci, T. Robinson, K. Campbell
K. Campbell - Recording Secretary
A. Ruf - Staff Representative

B. Approval of agenda (24-209V)

Motion to approve the agenda was made by L. Hamilton; seconded by R. Sims.
Yes: 7;
No: 0.
Motion Carried.

C. Introduction of guests (24-210)

D. Approval of past minutes from Special Budget and Regular Board Meeting on August 26, 2024 (24 -211V)

Motion to approve the August 26, 2024, minutes was made by L. Hamilton; seconded by H. Maguire.
Yes: 7;
No: 0.
Motion Carried.

E. Public Comment (24-212)

No public comment.

F. Introduction of Guests (24-213)

P. Poplawska introduced the guests.

G. Financial Report

1. Acceptance of August 2024 preliminary Financial Report (24-214V)

Motion to accept the August 2023 financial report was made by L. Hamilton; seconded by P. Peruski.

Yes: 7;

No: 0.

Motion Carried.

H. Approval for Payroll Report August 2024 (24 -215V)

Motion to approve the August payroll report was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;

No: 0.

Motion Carried.

I. Approval for Board Review of Bills and credit card purchases for August 2024 (24 -216V)

Motion to approve Bills and Credit Card purchases for August 2024 was made by L. Hamilton; seconded by D. Siivola.

Yes: 7;

No: 0.

Motion Carried.

J. Director Report (24-172)

Submitted for board review by P. Poplawska and filed.

K. Staff Reports (24-173)

Submitted for board review and filed.

L. Committee Reports

1. Advocacy (24-219)

2. Budget (24-220)

3. Facilities (24-221)

4. Policy Committee (24-222)

The policy committee will be meeting on Monday, October 14 at 5 p.m.

5. Professional Development (24-223)

M. Correspondence and communications (24-179)

No correspondence or communications.

N. Old Business (24-180)**1. 2025 Holidays (24-225V)**

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, 2025, Thanksgiving

Wednesday, Dec. 24, Thursday, Dec. 25, 2025, & Friday, Dec. 26, 2025, Christmas

Wednesday, December 31, 2025, New Year's Eve.

Motion to approve the holidays as stated was made by L. Hamilton, seconded by H. Maguire.

Yes: 7,

No: 0,

Motion carried.

O. New Business**1. Annual Appeal Letter (24-226V)**

Motion to approve the annual appeal letter with changes as noted was made by L. Hamilton; seconded by E. Petricca.

Yes: 7;

No: 0,

Motion carried.

2. Trane PM Modification (24-227)

Informational. Increase with the addition of the LG units.

3. Director 2024 Review Format and Timing (24-228)

D. Stacer will send the timing for the review out.

4. Director Goals 2025 (24-229)

Goals to be presented to the Library Board at the November meeting.

P. Board Comments (24-230)

There were no board comments.

Q. Adjournment (24-231)

Meeting adjourned at 7:50 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 September 30, 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