

ADDISON TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, September 20, 2022, 7:00PM

Call to Order: 7:07

Board Members Present: J. Baldiga - Present, J. Elsarelli - Present, J. Eller - Present, M. Frost - Present, K. King - Not Present, M. Szost - Present.

Pledge of Allegiance: All in attendance participated in the Pledge.

Approval of Agenda: M. Szost motioned to accept the agenda as amended. M. Frost seconded. All in favor. Approved. (Amended immediately by J. Eller)

Call to Audience: *two minutes per visitor.* Welcome to audience

Consent Agenda: Last month's minutes and bills. Update to minutes made verbally by J. Eller, as hard copies were not printed. J. Elsarelli motions to accept the minutes as amended. M. Szost seconded. All in favor - approved.

Financial Report: Director Walker pointed out the changes to the format of the Expense Vendor Summary by the adding of a category. Increase in expense due to Library Network payment this month.

Profit & Loss budget reviewed. Payroll increased as approved from the last meeting. J. Baldiga moves to accept the financial report. M. Frost seconds. Roll call vote; M. Frost - yes, J. Baldiga - yes, M. Szost - yes J. Eller - yes, J. Elsarelli - yes. Approved.

Director's Report: A new category added- new patrons and Mel cat loans & inner library loans are separated to show more clarity. Circulation is up from last August. Included sign up totals for summer programs and special programs. E-news letter had a positive response and will go out quarterly. 500 emails included from library patrons who offered their email. M. Szost requested Director Walker to request if tracking households is possible. This will allow the Library to offer communications to all in the area. Patrons will be asked if they would like to share their email to receive library updates.

The Director shared top priorities for the Library as listed in her notes shared with the Board. Strengthening the outreach aspect and uniting local libraries. Discussion occurred.

the 2023 budget will be updated for the next meeting as TLN price points will be changing which will change any budget proposals.

Director will work on policies for both the Library, patrons, and staff and present to the Policy Committee. Final drafts will be presented to the Board for approval.

Discussion took place in regards to Director working remotely. Board has no objection as long as work is taking place and the library staffing is covered.

Director recommends keeping our current CPA to continue managing the payroll aspect through the end of the year. Board had previously approved this.

Director request Director's aide pay increase from \$15.00 to \$16.00 hourly which is within the payroll expenses. J. Baldiga moves to accept the payroll increase to \$16.00 for the Director's aide, seconded by M. Szost. Roll call vote; M. Frost - yes, J. Eller - yes, J. Elsarelli - yes, M. Szost - yes, J. Baldiga - yes. Motion approved.

Junk in the trunk was a big success, making a profit.

Director will be meeting with the Landlord, Krist Yasso, tomorrow to share some building problems, ie: window and door leaks, water damage to areas, possible mold or mildew, roof leak in question, and septic. She will report back to the board the outcome of this meeting.

J. Baldiga moves to accept & file the Director's report. M. Szost 2nd. All in favor, motion approved.

Committee Reports:

New Building Committee: Members of the committee are J. Elsarelli, R. Walker, M. Frost, M. Szost.

J. Elsarelli shared the new building revision budget proposal. Supervisor recommends going for a construction millage. The environmental study has been paid for. HUD representatives, Mary Weidel, made recommendations. Responsible Entity (RE) decisions need to be obtained in writing from the Supervisor. *J. Elsarelli will approach this with the Supervisor. Discussion continued.

Policy: Members of the committee are J. Baldiga, M. Szost, R. Walker.

A resolution came out of the compensation committee meeting. Discussion took place.

Finance: Members of the committee are M. Szost, J. Baldiga, R. Walker.

No report.

Personnel Committee: Members of the committee are J. Eller, J. Baldiga.

Welcome New clerk - Social Media Clerk -Kristen Greve (Kiki)

Capital Committee: Members of the committee are J. Baldiga, R. Walker, M. Szost, M. Frost.

A conversation with Jim Nash of the Oakland County Water Resources Commission and Amy O'Leary of SEMCOG - Both had good conversations with J. Baldiga. Jim Nash of Oakland County will be looking into the drainage system - Amy is the executive director of Semcog - helps municipalities with storm water issues- J. Baldiga will continue to follow up with both entities.

Compensation Committee: Members of the committee are M. Szost, J. Baldiga, R. Walker.

No report.

Communication: None

Old Business:

- Construction Loan & Responsible Entity (RE) for Environmental Survey - discussed.
- 2022 budget amended - Director presented the revised 2022 budget. J. Baldiga moved to accept revisions to the 2022 budget. J. Elsarelli -seconds the motion in support. Roll call vote; J. Elsarelli - yes, M. Frost - yes, J. Eller - yes, J. Baldiga - yes, M. Szost - yes. Motion approved.

New Business:

- HUD Project Narrative (review) - Hard copies shared with the Board.

Adjourned to Closed Session: 8:53 PM

Closed Session call to order: 8:54 PM

Discussion of employee review took place.

Reconvened to regular meeting at 9:08 PM.

New Bldg: Re-opened with additional discussion: J. Elsarelli will be approaching the township board asking for a resolution of the letter submitted by the Library Board in May 2022 and will approach at the township meeting during open forum and opening it up more than a loan but also as help to the library. A site committee was formed to help gather information that would assist the building committee. Members of this committee are R. Walker, K. King.

Next Meeting: October 18, 2022

Adjournment: 9:16 PM

Respectfully submitted,

Jennie Eller

Recording Secretary