

**ADDISON TOWNSHIP PUBLIC LIBRARY**

**BOARD MEETING MINUTES**

**TUESDAY, October 17, 2017**

**CALL TO ORDER:** Vice- President of the Board, M. Frost, called the meeting to order at 7:05 P.M. at the Addison Township Public Library, 1400 Rochester Road, Leonard, MI, 48367.

**BOARD MEMBERS PRESENT:** James Baldiga-no, James Elsarelli-yes, Mary Frost-yes, Brian Howarth-yes, Marilyn Szost-yes, Mary Ellen Warner -yes Library Director, Jaema Berman was present.

**PLEDGE OF ALLEGIANCE**

**CALL TO AUDIENCE:** members of the public present

**APPROVAL OF THE AGENDA as amended:** Motion to approve the agenda by M. Szost 2<sup>nd</sup> by B.Howarth, carried by a voice vote.

**APPROVAL OF Consent Agenda:** Motion to approve by J. Elsarelli 2<sup>nd</sup> by M. Szost, unanimously carried by a voice vote.

**FINANCIAL REPORT:** J. Berman presented the financial report. Of note, electrical bill much higher than previous months, coinciding with installation of new meter. J. Elsarelli to compare usage .Motion to accept by J. Elsarelli- 2<sup>nd</sup> by M. Szost approved by a roll call vote: J. Elsarelli-yes, M. Frost-yes, B. Howarth-yes , M. Szost, M. Warner-yes.

**DIRECTOR'S REPORT:** J. Berman presented the directors report. Motion to accept and file the Director's Report by J. Elsarelli , 2<sup>nd</sup> by B.Howarth , unanimously carried by a voice vote.

**COMMITTEE REPORTS:**

- Policy – none.
- Building – none
- Finance – none
- Communications and Technology – none

**Communications:** EPA about proposal about Public Hearing on Oct 12<sup>th</sup>, engaged in a letter writing campaign.

## **OLD BUSINESS**

**New building** J Elsarelli presented more regarding the PUGH Matrix (to focus and come to decisions)

Key decision criteria and ranking importance will be finalized in January.

More input from the public stakeholders needed; a suggestion box was proposed.

**Professional fund-raising:** Not enough members available to meet with Bretton Group. Next steps: review all of proposals that had been submitted during last campaign.

**Directors Evaluation:** Results from James and Mary's efforts will be distributed for next meeting so that the Board may approve criteria.

**Policy:** Members read *Unattended Child policy*; determined that some re-writes were in order. Final version to be approved in November. Also for November, the *Internet /computer use* and *Internet Safety* policies will be addressed

**Paper recycling bin:** Box location will be at the southwest corner

## **NEW BUSINESS:**

**Snow plowing:** Contract with “Turf Tamers” reviewed. Jaema will secure an estimate from “Sunrise” and will enter into a contract with the better of the two. Board approved up to \$6000 by motion proposed by. Elsarelli, 2<sup>nd</sup> by M. Frost. and roll call: J. Elsarelli-yes, M. Frost-yes, B. Howarth-yes , M. Szost, M. Warner-yes.

**Part-time hire:** Proposed a position of about 10 hours per week at \$9.25/ hour for the purpose of filling in for other staff. Motion to approve by B.Howarth, 2<sup>nd</sup> by M. Szost. Roll call vote:M. Frost-yes, B. Howarth-yes , M. Szost, M. Warner-yes with J. Elsarelli recused.

**Temporary part-time employee pay increase:** Tabled till November meeting to address potential disparities relating to length of service

**PUBLIC FORUM:** Friends of the Library representative attended

**NEXT MEETING:** Tuesday, November21, 2017, 7:00 P.M., at the Addison Township Public Library.

**ADJOURNMENT:** Meeting ended at 8:50 P.M.

Prepared by: M. Szost