

# ADDISON TOWNSHIP PUBLIC LIBRARY

## BOARD MEETING MINUTES

**TUESDAY, February 21, 2017**

**CALL TO ORDER:** President of the Board, James Baldiga, called the meeting to order at 7:01 P.M. at the Addison Township Public Library, 1400 Rochester Road, Leonard, MI, 48367.

**BOARD MEMBERS PRESENT:** James Baldiga-yes, 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:** 2 members of the public present

**APPROVAL OF THE AGENDA:** 2 items added. Motion to approve the agenda by J. Baldiga, 2<sup>nd</sup> by B.Howarth, unanimously carried by a voice vote.

**APPROVAL OF THE MINUTES:** Motion to approve the January 21, 2017 meeting minutes as amended by M. Frost 2<sup>nd</sup> by J. Elsarelli, unanimously carried by a voice vote.

**FINANCIAL REPORT:** J. Berman presented the financial report. Highlights: Noted that funeral flowers for a long time volunteer were categorized under miscellaneous. The majority of Summer program materials were purchased, in addition to annual insurance bills paid. Suggestions for further refinement to clarify the report for the public were discussed. J. Baldiga to compose a 13 month graph to enable monthly comparisons. Motion to accept and file the financial report by M. Frost, 2<sup>nd</sup> by J. Elsarelli, unanimously approved by a roll call vote: J. Baldiga-yes, J. Elsarelli-yes, M. Frost-yes, B. Howarth-yes M. Szost-yes, M. Warner-yes.

**DIRECTOR'S REPORT:** J. Berman presented the directors report. Highlights: Staff is working on a "Twens" section to facilitate parents and children in selecting reading material appropriate for that reading and maturity level, completion projected in 2 to 3 months; the "Honoring our Veterans" activity was well attended; on June 26, a program showcasing "Ginger, the wonder-dog", who runs in races with her guardian, will promote the new addition to the annual Fun Run this year, a "Doggy Dash". Sign-up flyer for the July 15 "Born to Read" 5K Walk/Run distributed. Motion to accept and file the Director's Report by J. Baldiga, 2<sup>nd</sup> by M. Szost, unanimously carried by a voice vote.

**APPROVAL OF THE BILLS:** Amended to include "Employees". Motion to approve payment of bills as amended by M. Frost, 2<sup>nd</sup> by M. Szost. Unanimously approved by roll call: J. Baldiga-yes, J. Elsarelli-yes M. Frost-yes, B. Howarth-yes M. Szost-yes, M. Warner-yes.

### COMMITTEE REPORTS:

- Policy – none.
- Building – none

- Finance – none
- Communications and Technology – none

**COMMUNICATIONS:** None noted

**OLD BUSINESS:**

- New building discussion (25 minutes allocated): (J. Elsarelli) The “New Building Requirements” draft document composed during the last meeting was reviewed and added to. J. Elsarelli to compile and distribute. Other parameters to be considered for the physical plant were discussed. Of the two firms contacted for initial consultation and guidance, one responded. This firm sent examples of their work, including with libraries, in a proposal document, distributed at this meeting to all Board Members for review. Plan: More firms will be contacted. Member of the public encouraged re-visiting the possibility of locating the new building on the grounds of the Township Complex by approaching the Township Board of Trustees at a future meeting. Jaema will research this.
- Engaging the public: regarding a means to solicit input on features of a new library desired by patrons and member of the township, ongoing
- Additional staff hiring: ongoing
- Wage scale: ongoing
- Special memorial flower/plant: (B.Howarth) pictures of flower for registration will be provided to the volunteer's husband for selection. Potential for use in fund-raising efforts.
- Enbridge return of funds: on-going, time-frame of 2 to 3 months for better direction by Township

**NEW BUSINESS:**

- Certificate of Deposit renewal: return on investment has been less than desired. Discussion points: splitting into multiple CD's; considering a potential need to use funds for new building, use short term CD's and or split between the savings and checking account; explore an investment pool used in Oakland Co. government; Jaema will check with auditor concerning these and other other possibilities.
- Credit/debit card capability: No consistent vendor used by the libraries that have initiated this as a benefit for patrons. TLN does not have a system in place for point of sale. Cost per swipe is a drawback.

**PUBLIC FORUM:** None.

**NEXT MEETING:** Tuesday, March 21 , 2017, 7:00 P.M. at the Addison Township Public Library.

**ADJOURNMENT:** The President adjourned the meeting at 8:31 P.M.

Prepared by: M. Szost

