

ADDISON TOWNSHIP PUBLIC LIBRARY

BOARD MEETING MINUTES

TUESDAY, March 21, 2017

CALL TO ORDER: President of the Board, James Baldiga, called the meeting to order at 7:03 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: members of the public present with representatives from *Partners in Architecture, PLC*, the firm that the Township had engaged to complete the Township building now in use.

APPROVAL OF THE AGENDA: Amended to move presentation by architectural firm from “New Building discussion” to precede “Approval of minutes” and deletion of some Old Business topics Motion to approve the agenda by M. Frost, 2nd by B.Howarth, carried by a voice vote.

Presentation by *Partners in Architecture, PLC*: Fred Meinberg, Michael Malone, and David Gassen distributed a booklet describing their firm and its capabilities, with examples of some of their projects. Also included was a workplan outline to familiarize the Board with their approach for designing and constructing a new library building. They offered some recommendations regarding financing.

APPROVAL OF THE MINUTES: Motion to approve the February 2017 meeting minutes with a correction by J. Elsarelli 2nd by M. Frost, unanimously carried by a voice vote.

FINANCIAL REPORT: J. Berman presented the financial report, one correction noted. Motion to accept and file the financial report by J. Baldiga, 2nd by M. Szost, approved by a roll call vote: J. Baldiga-yes, J. Elsarelli-yes, M. Frost-yes, B. Howarth-yes M. Szost-yes, M. Warner-yes. Direction to include 13 month bar graph in subsequent reports.

DIRECTOR’S REPORT: J. Berman presented the directors report. Highlights: Circulation increase of 14% from last month. Newsletter due to come out in April. Motion to accept and file the Director’s Report by J. Baldiga, 2nd by M.Warner, unanimously carried by a voice vote.

APPROVAL OF THE BILLS: Motion to approve payment of bills by J.Baldiga, 2nd by M. Warner. 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 to report

OLD BUSINESS:

- New building discussion:** engaging the public- methods and strategies for soliciting input in regard to attributes and location site desired for a new library building were discussed. Directed questionnaires to be placed in public gathering places including the library, posted on library website. *Survey Monkey* could also be used.
- Wage scale revision:** As the minimum wage has and is anticipated to rise, wages must rise to accommodate. Further, to institute a 3% increase after an initial 90 days of satisfactory performance with a 3% annual increase thereafter pending a satisfactory employment performance. Moved by J. Baldiga, 2nd by B. Howarth. Approved by roll call: J. Baldiga-yes, J. Elsarelli-recused M. Frost-yes,, B. Howarth-yes M. Szost-yes, M. Warner-yes.
- Certificate of Deposit renewal:** The Oakland County Investment pool has a 1% interest rate, better than current rate. Requires an initial deposit of 100K. Decision to move the amount of the CD plus move the same amount from savings to match it for a total of \$104K. Passed unanimously by voice vote.
- Credit card capability:** Convenience fee for credit card, \$5 minimum. None for debit card use.

NEW BUSINESS: None

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PUBLIC FORUM: Friends of Library representative offered to help with soliciting input regarding new building.

NEXT MEETING: Tuesday, April 18, 2017, 7:00 P.M., at the Addison Township Public Library.

ADJOURNMENT: The President adjourned the meeting at 8:38 P.M.

Prepared by: M. Szost