

Orion Township Public Library Board of Trustees
Meeting Minutes

Thursday, March 21, 2024, 6:30 P.M.
825 Joslyn Rd., Lake Orion, MI 48362

Library Purpose: We enrich Orion Township. We accomplish this through a welcoming environment providing lifelong access to knowledge, connection, and discovery.

Attendees: Abramczyk, Butki, Pergeau, Phillips, Thorndycraft, Quinn, McMunn

1. Call to order at 6:32 pm.
2. Approval of agenda – Pergeau/Quinn. Motion carried.
3. Introduction of new staff – Julie Sugg, transitions from hourly librarian to full-time to fill the Adult Services/Makerspace Librarian position.
4. Consent agenda – Quinn/Abramczyk. Motion carried.
 - a. Minutes of 2/22/2024 Regular Library Board meeting
 - b. Bills from February 2024
 - c. Financial Statement and Treasurer’s Report as of February 29, 2024
5. Public Comment – None present
6. Communications
 - a. Press Coverage
 - b. Election coverage
 - c. Battle of the Books coverage – 91 participants.
 - d. Good participation at MLK event.
7. Director’s Report
 - a. Library news and activities
 - b. Beth Sheridan announced retirement. Her position will be posted.
 - c. James Pugh announced appointment to Director of Cedar Springs library. His position will be posted.
 - d. 80 participants at Glow in the Dark event.
 - e. Auditor was in last month. Report at the April meeting.

- f. Staff is reviewing accounting software.
- g. Library hosted the primary election. Library opened early to accommodate. New this election was a limited-library-services opening, as opposed to the former practice of having the floor closed between election opening and normal opening.
- h. Tornado drill held 3/20.
- i. Emergency manual updated.

8. Usage reports - The director presented the usage statistics.

- a. Physical media circulation is up is 1.82%, YTD
- b. Digital circulation is up 31.77%, YTD.

9. Advocacy news

- a. Packets to go to local legislators with our annual report and other OTPL information.
- b. McMunn to attend Library Advocacy Day in Lansing on April 16th.

10. Old Business – none

11. Standing Committee Reports

- a. Policy – no report
- b. Finance – will need to schedule meeting once we have quotes from financial software.
- c. Fund Development/Strategic Planning- Updates from 3/4/24 Fund Development/Strategic Planning meeting
 - i. Donor event – Reminder to our patron base in April to donate to the library.
 - ii. McMunn to add more items to the wish-list, including big-ticket items.
 - iii. Next meeting, April 9th, 2:00 p.m.
- d. Board Development - Policy review – MGT-14: Freedom of Information Act Policy
- e. Building - Updates from 3/11/24 Building Committee meeting
 - i. The committee reviewed an RFP for an automated handling system to process material returns. The RFP was posted on March 12. Bid openings April 12. Three sources were identified, but more could bid if they are aware.
 - ii. Engineers were out doing field checks of our site in preparation for building modifications.
 - iii. Concept drawings were presented.
- f. Human Resources – No Report

12. Discussion Items

- a. Proposed changes to CIR-1: Library Card Policy, CIR-5: Fines and Fees Policy, and MGT-12: Public Relations Policy
- b. Board canvassing for election – employees asked whether they could solicit petitions to support library board members. They are allowed to do anything on their own time. Candidates are not allowed to solicit within the building.
- c. Purchasing mower for library – discussion had a lack of support from the board.
- d. Resolution for planning department – the Township Planning Department is asking for a resolution from the building owner (the board) for site plan approval and Special Land Use Approval.

13. Action Items

- a. Proposed policy changes:
 - i. CIR-1: Library Card Policy - Regulation 1.a.ii - Drop “K-12”. Abramczyk/Quinn. Motion carried.
 - ii. CIR-5: Fines and Fees Policy - Drop fees and references to Faxes. Abramczyk/Phillips. Motion carried.
 - iii. MGT-12: Public Relations Policy - Regulation 5, change “Community Relations Specialist” to “Marketing Librarian”. Abramczyk/Quinn. Motion carried.
- b. Mower – No motion was brought forward.
- c. Resolution – Phillips read “Resolution, Orion Township Public Library, March 21, 2024, regarding applying for a “Special Land Use” permit from the township regarding the parking-lot project and correcting the lack of such permit from when the building was constructed in 1986. Phillips/Pergeau. Abramczyk – aye, Butki – aye, Pergeau – aye, Phillips – aye, Thorndycraft – aye, Quinn – aye. Motion carried. A copy of the resolution is on file at the library.

14. Public Comment – None present.

15. Trustee Comments

16. Adjournment – 8:36 p.m.

Respectfully, James J. Abramczyk, Secretary