

Holly Township Library Board
Minutes [DRAFT]
January 17, 2017

Call to Order: Board President Mitchell called the meeting order at 7:32 p.m.

Roll Call: Present: Grossman, Clark, Mitchell, Alrey, Jubar, Bladzick (late), Director Scheid

Approval of Minutes: A motion was made by Clark, supported by Alrey, to approve the minutes of the December meeting. Motion carried by voice vote.

Payment of Bills: A motion was made by Grossman, supported by Clark, to approve the payment of bills in the amount of \$10,356. Motion carried by voice vote.

Financial Report: A motion was made by Clark, supported by Grossman, to acknowledge receipt of the financial report for the month of December, 2016. Motion carried by voice vote.

Director's Report: Director Scheid reported that Margaret Rainey made it through open heart surgery in December but developed an infection and has been in an drug induced coma to recuperate (during meeting, Director Scheid received a message that Margaret passed away, which she reported to the Board). A new high school page, Faith Mendham, has been added to the staff for 8 hours per week.

Upcoming/recent programs were a children's program highlighting Dr. Martin Luther King, Jr. on January 16; a presentation from the Oakland County Audubon Society on January 24; presentation on candy making on February 6; adult reading program through February 28 (with patrons able to donate a non-perishable food item for St. Rita's Food Pantry for a prize drawing entry);

A staff training will be held the morning of February 22. The library will open to the public following the training.

A \$1500 grant was received from the MMLC for a public relations project, and a payment of \$829.10 was received from the Ellis Trust.

Director Scheid is looking into how to opt-out of the DDA tax capture now that Governor Snyder has signed the legislation allowing so.

Old Business: A motion was made by Alrey, supported by Grossman, to approve the revised and amended Holly Township Board Bylaws. An amendment was proposed by Alrey to strike the phrase "and necessary assistants" from Article 1, stating that the Board's only report is the Director, who then hires and supervises other assistants. The board accepted the amendment by

consensus. The motion carried by voice vote.

A motion was made by Bladzick, supported by Clark, to postpone indefinitely the consideration of the Joint Agreement Resolution between the Holly Township Library and Holly Township, pending conference with Holly Township officials. Motion carried by voice vote.

New Business: Certificates of appreciation were prepared for retiring board members Diane Jennings and Kerry Bissenger, who will be invited to a future board meeting for presentation, or other arrangements will be made.

A motion was made by Clark, supported by Alrey, to nominate and approve the following slate of officers of the Board: Glenn Mitchell, President; Charles Grossman, Vice-President; Jason Jubar, Treasurer; Ryan Bladzick, Secretary. Motion carried by voice vote.

A motion was made by Alrey, supported by Bladzick, to approve the schedule of meetings for the 2017 year. Motion carried by voice vote.

Director Scheid recommended the creation of a policy establishing a Non-Resident Membership program. A motion was made by Grossman, support by Clark, to accept the recommendation and set the membership fee at \$50 per year. A motion was made by Grossman, support by Clark, to postpone consideration until the next board meeting. Motion to postpone carried by voice vote.

Public Comments: Alrey reminded the board of the request he sent for Judges for the Michigan History Day State Finals on April 29. Alrey suggested creating an outdoor reading park dedicated to former director Shirley Roos; Bladzick stated that the grant for a public relations project could be used for an event or program in conjunction with it. President Mitchell stated that the Library should find some way to memorialize Margaret Rainey.

Adjournment: The meeting was adjourned by President Mitchell at 8:38 p.m.

Respectfully Submitted,
Ryan R. Bladzick, Secretary

Holly Township Library Board
Minutes [DRAFT]
February 14, 2017

Call to Order: Board President Mitchell called the meeting order at 7:00 p.m.

Roll Call: Present: Mitchell, Clark, Jubar, Bladzick, Director Scheid, Diane Jennings, Kerry Bissenger. Absent: Grossman, Alrey. A motion was made by Mr. Clark, supported by Mr. Jubar, to excuse Mr. Grossman and Mr. Alrey. Motion carried by voice vote.

President Mitchell presented certificates of appreciation to Kerry Bissinger and Diane Jennings, former board members.

Approval of Minutes: A motion was made by Mr. Clark, supported by Mr. Jubar, to approve the minutes of the January meeting. Motion carried by voice vote.

Payment of Bills: A motion was made by Mr. Clark, supported by Mr. Jubar, to approve the payment of bills in the amount of \$6,448.27. Motion carried by voice vote.

Financial Report: A motion was made by Mr. Clark, supported by Mr. Jubar, to acknowledge receipt of the financial report for the month of January 2017. Motion carried by voice vote.

Director's Report: Director Scheid reported two notable instances of positive feedback from patrons; the WiFi access point has been replaced and is working better; child and adult programming engagement is continuing to increase; the microwave has been causing circuits to trip and is being monitored; and Director Scheid met with Village of Holly manager Jerry Walker and DDA Director Richard Rossell regarding opting out of the TIF capture. The web site has been updated. Notification was received from the State that Governor Snyder's budget proposal keeps state aid to libraries the same even though the overall budget increased.

Friends of the Holly Township Library made a donation of children's books in Margaret Rainey's honor.

Old Business: A motion was made by Mr. Clark, support by Mr. Jubar, to amend the Holly Township Library circulation policy to extend non-resident borrowing privileges for area business owners, and create a \$50 non-resident borrowing card policy. The policy will layover until the next regular meeting.

New Business: The director evaluation was set for the March meeting. No bids were received for the proposed bathroom remodeling; the Library will reissue a RFP and advertise in the local papers.

Public Comments: Mrs. Jennings commented that she liked a lot of the new programs and happenings at the Library.

Adjournment: The meeting was adjourned by President Mitchell at 8:30 p.m.

Respectfully Submitted,
Ryan R. Bladzick, Secretary

Holly Township Library
Board Minutes
March 14, 2017

Call to Order: Board President Mitchell called the meeting order at 7:30 p.m.

Roll Call: Present: Mitchell, Bladzick, Clark, Grossman, Alrey, Director Scheid, Absent: Jubar. A motion was made by Mr. Clark, supported by Mr. Alrey, to excuse Mr. Jubar. Motion carried by voice vote. Ken Dillon was in attendance as a member of the public.

Approval of Minutes: A motion was made by Mr. Clark, supported by Mr. Grossman, to approve the minutes of the regular meeting of February 14. Motion carried by voice vote.

Payment of Bills: A motion was made by Mr. Bladzick, supported by Mr. Alrey, to approve the payment of bills in the amount of \$6339.43. Motion carried by voice vote.

Financial Report: A motion was made by Mr. Grossman, supported by Mr. Clark, to acknowledge receipt of the financial report for the month of February 2017. Motion carried by voice vote.

Director's Report: Director Scheid reported that free DVDs is still a popular offering; the recent wind storm/power outage drove many patrons to the Library for Internet and other uses. A proposal for web development services was received, but the current redesign is receiving good feedback and is much more cost effective than the proposal. The contract for our copy/printing expires in August of this year and research into service upgrades and options are ongoing. The internet/WiFi issues with Comcast have been rectified. Mrs. Crockett has been visiting local elementary schools; Ms. Fox is developing a youth/teen program. A small grant was received from the Michigan Humanities Council for a summer reading presenter. Consumers Energy has come out for an energy audit and identified a number of potential rebates. Staff training went well. Director Scheid will be out of the office April 20-25. Some ideas were generated to honor Shirley Roos and Margaret Rainey.

Old Business: Bathroom Remodel Bids: Bids were received from Stillwell Construction, Handy Man Can, and Cross Renovation. Mr. Bladzick moved, with support by Mr. Alrey, to form a review committee to consist of Mr. Alrey, Mr. Clark and Director Scheid and report a recommendation to the board. Motion carried by voice. The Board will call a special board meeting to consider the committee's recommendation on March 22, 2017 at 5 p.m.

Transfer of Financial Responsibilities from Township: Mr. Bladzick & Director Scheid will be contacting Holly Township Supervisor George Kullis about the proposed responsibilities agreement and so as to have it acknowledged and accepted by the Township Board.

Legislation on Tax Captures: No change

Director Evaluation: Evaluation on Director Scheid will be handled at the April meeting.

New Business:

Budget Amendments: Motion by Mr. Grossman, support by Mr. Clark, to request budgeting accounts added for Electronic Books (271-271-958-000) and Other Fund Transfers (271-000-699-000), and account 271-000-657-000 renamed to Miscellaneous revenue. Motion carried by voice.

Building/Liability/D&O bids: Director Scheid reviewed the received bids on insurance coverage and recommended coverage through the Michigan Municipal League (MML) for \$4,992, as they were more comprehensive and a better deal than Peabody, as well as having a dividend opportunity. Mr. Bladzick moved, supported by Mr. Alrey, to accept the insurance bid from the MML. Motion carried by voice.

Public Comments: Mr. Alrey recommended that the new board members be members of the Michigan Library Association, and that the VFW Auxiliary is hosting a Sock Hop fundraiser on April 22, tickets are \$10.

Adjournment: The meeting was adjourned by President Mitchell at 8:48 p.m.

Respectfully Submitted,
Ryan R. Bladzick, Secretary

Holly Township Library Board
Minutes Special Meeting
March 22, 2017

Call to Order: Board Vice President Grossman called the meeting order at 5:05 p.m.

Roll Call: Present: Bladzik, Clark, Grossman, Alrey, Jubar, Director Scheid, Absent: Mitchell. A motion was made by Mr. Bladzik, supported by Mr. Alrey, to excuse Mr. Mitchell.

New Business: *Bathroom Remodel Bids*

The special meeting was called to consider the bids for the bathroom remodel project.

The ad hoc committee, comprised of Mr. Alrey, Mr. Clark and Director Scheid, reported that they reviewed the bids for the bathroom remodel, and made the recommendation that the bid from Stillwell Construction in the amount of 11,338.00 be accepted by the board.

A motion was made by Mr. Clark, supported by Mr. Alrey, to accept the bid submitted by Stillwell Construction with up to a 15% budget buffer. Motion carried by voice.

A motion was made by Mr. Clark, supported by Mr. Alrey, to approve the transfer of \$15,000 from the Holly Township Fund Balance Account to Account 271-000-699-000 (Transfer Other Funds). Motion carried by voice.

Public Comments: None

Adjournment: The meeting was adjourned by Vice President Grossman at 5:12 p.m.

Respectfully Submitted,
Ryan R. Bladzik, Secretary

Holly Township Library Board
Minutes
April 11, 2017

Call to Order: Board President Mitchell called the meeting order at 8:02 p.m.

Roll Call: Present: Mitchell, Bladzik, Clark, Jubar, Alrey, Director Scheid, Absent: Grossman. A motion was made by Mr. Clark, supported by Mr. Alrey, to excuse Mr. Grossman. Motion carried by voice vote.

Approval of Minutes: A motion was made by Mr. Clark, supported by Mr. Jubar, to approve the minutes of the regular meeting of March 14, 2017. Motion carried by voice. A motion was made by Mr. Clark, supported by Mr. Jubar, to approve the minutes of the special meeting of March 22, 2017. Motion carried by voice.

Payment of Bills: A motion was made by Mr. Jubar, supported by Mr. Clark, to approve the payment of bills in the amount of \$12,880.92. Motion carried by voice vote.

Financial Report: A motion was made by Mr. Clark, supported by Mr. Jubar, to acknowledge receipt of the financial report for the month of March 2017. Motion carried by voice vote.

Director's Report: Director Scheid reported that the library has received complements on changes and new services and technology, as well as concern from a patron about relocating the library—there are no plans to relocate at this time. Usage statistics are continuing to climb. Bathroom renovations have begun. There will be a fine amnesty in May. There is a community reading challenge planned in conjunction with the school district, as well as numerous summer reading events. Efforts to collect fines or penalties are ongoing; we have a total of \$4347.08 of outstanding fines and \$8909.83 in unreturned or damaged items. Director Scheid will be out of the office April 20-25.

Old Business: *Transfer of Financial Responsibilities from Township:* Discussion continued on requesting a formal Township board acknowledgement about transferring financial responsibilities. A copy of past resolutions and board actions will be forwarded to the Holly Township Board and will be read during public comment at a future Township Board meeting.

Director Evaluation: Evaluation on Director Scheid will be handled at the May meeting

New Business:

Budget Amendments: Motion by Mr. Clark, support by Mr. Alrey, to Increase revenue account 271-000-699-000 (Transfers Other Funds) by \$15,000 from the fund balance and increase expense account 271-271-972-000 (capital outlays) by \$15,000. Motion carried by voice.

Board MLA Memberships: Director Scheid outlined benefits of MLA membership and asked for any board members wanting one to contact her.

Public Comments: Mr. Alrey reminded of the VFW Auxiliary Sock Hop fundraiser on April 22, tickets are \$10.

Adjournment: The meeting was adjourned by President Mitchell at 8:43 p.m.

Respectfully Submitted,
Ryan R. Bladzick, Secretary

Holly Township Library Board
Minutes
Special Meeting, April 11, 2017

Call to Order: Board President Mitchell called the meeting order at 7:05 p.m.

Roll Call: Present: Mitchell, Bladzik, Clark, Alrey, Jubar, Director Scheid, Absent: Grossman. A motion was made by Mr. Clark, supported by Mr. Alrey, to excuse Mr. Grossman. Motion carried by voice.

New Business: *Review of proposed budget for 2017-2018 fiscal year.* Budget line items were re-categorized this year based on industry-standard accounting codes, resulting in some incomparable categories from previous years.

Adjustments were made to 703.222 (in lieu of health coverage) [strike] and 703.001 (payroll taxes)[adjust to \$18,000], and 980.000 (capital improvements) [adjust to \$7662.00].

Motion by Mr. Clark to approve the 2017-2018 proposed budget in the amount of \$397,010.00, with support by Mr. Alrey. Motion carried by voice.

Public Comments: None

Adjournment: The meeting was adjourned by President Mitchell at 8:00 p.m.

Respectfully Submitted,
Ryan R. Bladzik, Secretary

Holly Township Library Board
Minutes
May 9, 2017

Call to Order: Board President Mitchell called the meeting order at 7:30 p.m.

Roll Call: Present: Mitchell, Bladzik, Clark, Grossman, Alrey, Jubar, Director Scheid

Approval of Minutes: A motion was made by Mr. Clark, supported by Mr. Jubar, to approve the minutes of the special meeting of April 11, 2017. Motion carried by voice vote. A motion was made by Mr. Clark, supported by Mr. Jubar, to approve the minutes of the regular meeting of April 11, 2017. Motion carried by voice vote.

Payment of Bills: A motion was made by Mr. Grossman, supported by Mr. Clark, to approve the payment of bills in the amount of \$11,867.80. Motion carried by voice vote.

Financial Report: A motion was made by Mr. Bladzik, supported by Mr. Clark, to acknowledge receipt of the financial report for the month of April 2017. Director Scheid noted that there are some discrepancies in some budget line items relating to the budget amendments the board passed in April, and other lines, which she will be rectifying with the Township. Motion carried by voice vote.

Director's Report: Director Scheid reported payroll through the new company is on track to start at the next fiscal year; half of the staff has been trained on the defibrillator; we received a lot of compliments on "sticky notes" for National Library Week in April, including some good comments about staff; May is Fine Amnesty Month and it is being well received; the staff has asked about taking over cleaning services themselves, which will be considered before the contract is up; no progress is being made on the transfer of financial responsibilities with the Township; the community reading challenge to read a half-million pages is starting and promotion is encouraged.

Old Business: *Board MLA Memberships:* Mr. Alrey and Mr. Jubar will be afforded memberships.

New Business: *Personnel Policy updates:* Director Scheid proposed amendments to the personnel policy:

- FTE & PTE benefits – *paid* bereavement and up to 5 paid holidays
- Removal of "technology administrator" as an employment category
- Stating employees are not allowed to bring any weapon to the library during their work shift

- That jeans may be worn if appropriate and tasteful
- Employee acknowledgement of the contents and compliance of the personnel policies

Motion to postpone the proposed policy changes by Alrey, second by Jubar, motion carried by voice.

Public Comments: None

Adjournment: The meeting was adjourned by President Mitchell at 8:16 p.m.

Respectfully Submitted,
Ryan R. Bladzick, Secretary

Holly Township Library Board
Minutes
June 13, 2017

Call to Order: Board President Mitchell called the meeting order at 7:30 p.m.

Roll Call: Present: Mitchell, Bladzick, Clark, Grossman, Alrey, Jubar, Director Scheid. Tamara Kreifeldt, Linda Canup.

Approval of Minutes: A motion was made by Mr. Grossman, supported by Mr. Clark, to approve the minutes of the regular meeting of May 9, 2017. Motion carried by voice.

Payment of Bills: A motion was made by Mr. Clark, supported by Mr. Grossman, to approve the payment of bills in the amount of \$18,761.24. Motion carried by voice vote.

Financial Report: Director Scheid reported that the payments from Rose and Groveland Townships has arrived, but after the reporting cutoff date. A motion was made by Mr. Clark, supported by Mr. Grossman, to acknowledge receipt of the financial report for the month of May 2017. Motion carried by voice vote.

Director's Report: Director Scheid reported that fine amnesty month was well received, waiving \$250.45 of fines. The summer reading challenge has logged 20,000 since June 1. Bathroom remodeling is complete and the fountain is installed—everyone seems pleased. Representatives from the DDA will be attending the July board meeting. The flag in the front of the library was old and worn and was given to the American Legion for proper disposal. A new flag purchased by the Flag will be raised on Flag Day on June 14 at 7 p.m. at a ceremony. Dee Cramer quoted \$149.63 to replace the contact door to extend the life of the air conditioning system, as opposed to a full replace. Director Scheid is exploring vendors for panic buttons for the staff based on the recommendation of our new insurance carrier.

Old Business:

Personnel Policy Amendments: A motion was made by Mr. Clark, support by Mr. Grossman, to adopt the personnel policy changes:

- FTE & PTE benefits – *paid* bereavement and up to 5 paid holidays
- Removal of “technology administrator” as an employment category
- Stating employees are not allowed to bring any weapon to the library during their work shift
- That jeans may be worn if appropriate and tasteful
- Employee acknowledgement of the contents and compliance of the personnel policies

Motion carried by voice vote.

New Business:

Dates for Closing: There was no objection to closing of the Library on July 3 after discussion. The library will also need to explore closing for copier installation and software, and Director Scheid will present dates at the July meeting after discussing with the vendor.

Copier/Printer: Director Scheid recommended MBM Technologies for a new copier contract and services. The contract will be reviewed and sent for approval at the July meeting.

Budget Amendments: A motion was made by Mr. Grossman, support by Mr. Clark to approve the budget amendments (attached) and approve the transfer of \$35,324.06 from the fund balance to the Transfers account. Motion carried by voice.

Public Comments: Tamara Kreifeldt addressed the board regarding the termination of cleaning services, and expressed displeasure in being notified by a posted letter. Mr. Alrey reported that he will be travelling to Birmingham, Alabama for historic preservation training and may miss July's meeting due to a conflict of scheduling. Mr. Bladzick notified the board that due to the Library's participation with the Holly Masonic Lodge's 5k fundraiser, the Lodge will be making a \$100 donation to the Library's children's programs, which includes a \$50 matching gift from the Michigan Masonic Charitable Foundation.

Adjournment: The meeting was adjourned by President Mitchell at 8:20 p.m.

Respectfully Submitted,
Ryan R. Bladzick, Secretary

Holly Township Library Board

Minutes (Draft)

July 19th 2017

Call to order: Board President Mitchell called the meeting to order at 7:30pm

Roll Call: Grossman, Mitchell, Jubar, Director Scheid, Clark, Alrey

Approval of the Minutes: A Motion was made by Clark and supported by Grossman to approve the regular minutes of the June 13th meeting. Motion carried by voice.

Payment of the bills: A Motion was made by Clark and supported by Grossman to approve bills in the amount of \$3881.25 to be paid by Holly Township and bills in the amount to be issued by library staff \$11,376.90. Motion carried by voice.

Financial report: A Motion was made by Grossman and supported by Alrey to acknowledge financial report. Motion carried by voice. \$195,535.11 was the fund balance transfer.

Directors report: Director Scheid informed the board that she is leaving on August the 14th. She will assist in the hiring of a replacement and will stay on 20 hours per week at \$25.00 per hour to help with the transition. There was a patron compliment on the electronic resources. Security system can now be accessed. Summer reading up to 400,000 pages. All staff trained on AED. Grants available for staff attendance to conferences/trainings. MLA memberships have been purchased for Alrey, Jubar and Danielle Fox in addition to the institutional membership which also provides membership for the director. Need to develop new contracts for fines for Groveland and Rose.

Old Business: A Motion was made by Grossman and supported by Clark to accept the printer contract. Motion carried by voice.

New Business: Audit bill from township split 3 ways. A Motion was made by Grossman and supported by Jubar to pay \$4563.63 for the audit. Motion carried by voice.

A Motion was made by Clark and supported by Alrey to renew the tech contract. Motion carried by voice.

Consider DVD circulation change to one week; will vote next meeting.

Patron concern about LGBT books displayed; Scheid to address patron

ADA guidelines concerning accommodations for those who want to attend a board meeting discussed; Scheid to look at other libraries.

Friends of the Library requested putting a paper recycle bin for paper in the parking lot. They will receive some monetary compensation for paper recycled. The Board did not object.

Discussed 3D printer policy; will vote next meeting.

Discussed groups using the facility or grounds when collecting signatures for petitions from the public; at this time board suggested they only use the meeting room and not be allowed to approach all library users.

Adjournment: 8:42pm

Next meeting August 8th at 7:30pm

Holly Township Library Board
Minutes [DRAFT]
August 8, 2017

Call to Order: Board Vice-President Mitchell called the meeting order at 7:30 p.m.

Roll Call: Present: Bladzik, Clark, Grossman, Alrey, Jubar, Director Scheid. Absent: President Mitchell. A motion was made by Mr. Clark, supported by Mr. Alrey, to excuse President Mitchell. Motion carried by voice vote.

Presentation by Village of Holly DDA: Village of Holly Manager Jerry Walker and Village of Holly DDA chair Dick Rossell attended and presented on the option of the Library to remain within the DDA TIF capture.

Approval of Minutes: A motion was made by Mr. Clark, supported by Mr. Jubar, to approve the minutes of the regular meeting of July 19, 2017. Motion carried by voice.

Payment of Bills: A motion was made by Mr. Clark, supported by Mr. Jubar, to approve the payment of August bills in the amount of \$11,547.91. Motion carried by voice vote.

Financial Report: A motion was made by Mr. Alrey, supported by Mr. Jubar, to approve the financial report for the month of July, 2017, to be reconciled. Motion carried by voice vote.

Director's Report: Director Scheid reported the copy/fax/print equipment is on track for installation. Staff has been briefed and trained on ongoing tasks after Director's departure; everything should be fine through September. Summer reading program went well—surpassed the half million page goal and built new partnerships. A teen advisory board has been started and story hour will begin again in September. HTL attended the HAS Health and Enrollment Fair. The paper recycling bin has arrived, and we have two new volunteers, one long-term, one temporary.

Old Business:

Policies for Approval: A motion was made by Mr. Bladzik, supported by Mr. Alrey, to approve the 3D Printer Policy and Procedures. Motion carried by voice vote.

A motion was made by Mr. Alrey, supported by Mr. Bladzik, to approve the DVD rental policy revisions. Motion was carried by voice vote.

New Business:

Resignation of Trustee Bladzik: Motion made by Mr. Alrey, supported by Mr. Clark to accept the resignation of Ryan Bladzik as trustee. Motion carried by voice vote.

Submissions for open directorship: Posting closed August 8 at 5 p.m. Five candidates submitted and all have an MLIS or is in the process of receiving it. A motion was made by Alrey, supported by Clark, to schedule interviews of candidates before the whole board. Motion carried by voice. A motion was made by Mr. Jubar, supported by Mr. Alrey, to interview all candidates in a first selection round. Motion carried by voice.

Public Comments: None.

Adjournment: The meeting was adjourned by Vice President Grossman at 8:26 p.m.

Respectfully Submitted,
Ryan R. Bladzick, Secretary

Holly Township Library Board
Minutes
September 12, 2017

Call to Order: Board President Mitchell called the meeting order at 7:30 p.m.

Roll Call: Present: Mr. Clark, Mr. Grossman, Dr. Jubar, Director Kanon, and Mr. Mitchell.
Alrey will be late.

Approval of Minutes: A motion was made by Mr. Clark, supported by Mr. Grossman, to approve the minutes of the regular meeting of Aug 8, 2017. Motion carried by voice.

Payment of Bills: A motion was made by Mr. Clark, supported by Mr. Grossman, to approve the payment of September bills. Motion carried by voice vote.

Financial Report: Board explained financial process to Director Kanon. A motion was made by Mr. Clark, supported by Mr. Grossman, to approve the financial report for the month of August, 2017, to be reconciled. Motion carried by voice vote.

Director's Report: No report due to Director Kanon being new.

Old Business: replacing leaving board member. Will defer till next meeting to get more letters of interest.

New Business: Director Kanon needs to meet people around town. Jim Clark to show Tara around town and introduce her to new people. Sometime next week. New policies and procedures as well cleaning. Work on money, staff and community programming.

Public Comments: None.

Adjournment: The meeting was adjourned by Vice President Grossman at 7:58 p.m.

Respectfully Submitted,
Dr. Jay Jubar, Treasurer/ Secretary

Holly Township Library Board
Minutes
October 10, 2017

Call to Order: Board President Mitchell called the meeting order at 7:30 p.m.

Roll Call: Present: Mr. Clark, Mr. Grossman, Dr. Jubar, Director Kanon, and Mr. Mitchell. Mr. Alrey. Proposed new board member Margaret Hejhal present as an observer.

Approval of Minutes: A motion was made by Mr. Clark, supported by Mr. Grossman, to approve the minutes of the regular meeting of Sep, 2017. Minutes amended to show That Dr. Jubar's company Joshen Paper that sells janitorial supplies to the library, sells at market rates. Motion carried by voice.

Payment of Bills: Discussion of payment of the bills lead by Director Kanon. New process with the township. A motion was made by Mr. Grossman, supported by Mr. Clark, to approve the financial report for the month of September, 2017, to be reconciled. Motion carried by voice vote.

Financial Report: Discussion of financial report lead by Director Kanon. Misc. maintenance expenses gone due to air conditioning repairs. Discussion of cleaning and maintenance position was discussed. It will be left to Director Kanon's discretion. A motion was made by Mr. Grossman, supported by Mr. Clark, to approve the financial report for the month of September, 2017, to be reconciled. Motion carried by voice vote.

Director's Report: Door count went down when kids went back to school. Circulation normal. Teen program advisory board is up. Copy machine program is working well. Director of the Copy machine can now accept \$10 bills. Software to determine billing and toner levels is now automatic. Faxing was discussed, long faxes. Insurance now on copy machine. 3rd teen advisory board meeting. Want to have a bottle drive, to make money for a new couch for the teen area. Director Kanon met with friends of the library and discussed new initiatives. Director Kanon went to the chamber of commerce breakfast. Margret took Director Kanon on a tour to the local schools to meet the principals of the local schools. Need to reconcile the bank statement to quick books. Discuss when to do it. Payroll needs to be manually input into quick books. Upcoming programs, bats. Ghost hunter, teen program, writing club for grades 3 thru 7th grades. MLA conference, Daniel is going.

Old Business: Board member replacement, Dr. Margret Hejhal was the only person who wrote a letter. Mr. Grossman motion, Mr. Clark second. Carried by voice vote.

New Business: Director went around and meet new people in the community. Closing dates for the holiday. Mr. Clark motioned to pass closing date. Mr. Alrey seconded. Carried by voice vote. Proposal to review hours of operation.

Public Comments: communities advocate posted on facebook by Mr. Alrey

Adjournment: Motion to adjourn by Mr. Alrey, second by Dr. Jubar at 8:11 p.m.

Respectfully Submitted,
Dr. Jay Jubar, Treasurer/ Secretary

Minutes
November 14, 2017

Call to Order: Board President Mitchell called the meeting to order at 7:30 p.m.

Roll Call: Present: Mr. Clark, Mr. Grossman, Dr. Jubar, Dr. Hejhal, Mr. Mitchell, Mr. Alrey, Director Kanon

Approval of Minutes: A motion was made by Mr. Alrey, supported by Mr. Grossman to approve the minutes of the regular meeting of Oct. 10. Motion carried by voice vote.

Payment of Bills: Discussion of payments was let by Director Kanon. The motion by Mr. Clark and supported by Mr. Grossman to approve report. Motion carried by voice vote.

Financial Report: Discussion of financial report lead by Director Kanon. The budget was discussed also, beginning and ending balances. Director Kanon reported that the staff wanted to do cleaning themselves and not to hire outside paid cleaning. The decision for the present time was not to hire any outside cleaning service, but to have the staff continue cleaning the library. A transfer from our money was made by the township. All bills were paid. Mr. Grossman, seconded by Mr. Clark that we accept the financial report. Motion was approved by voice vote.

Director's Report:

Building Issues-Plumbing issues with blocked toilets were repaired.

Technology-A new web filter was purchased. One computer was removed from service. Technician said it was not worth fixing it.

Closings-No closures in October, library closed November 23-25, 2018 calendar will be presented at next meeting.

Programs-Next Summer Reading Program (SRP) has already been booked.

Collection Issues-A biography collection is being developed.

Meetings, Workshops, etc. – subjects covering: organizing digital records; staff attendance at state library association conference; held discussion with local service agencies about possible programs we could present to support their efforts; listened to a webinar about Narcan; at the recommendation of the director the library will not administer Narcan but rely on local emergency support. Director Kanon also attended a state training session about basics of e-rate and what to look for in an e-rate consultant.

Friends Group Activity-During National Friends Group Week the group had a display at The State Bank that informed the public of the benefits of The Holly Township Library Friends Association and how to become a part of the work.

The Staff gave the friends group a Thank You card for National Friends of the Library Week.

Four new members were added during the day the Friends group had a display and treats for the public at the library entrance.

The bake sale made over \$200.

The friends group expressed interest in funding PAWS, the mascot of the Detroit Tigers, to do a program for the kids in March or April next year.

Highland Tropical installed an LED aquarium light at the cost of \$75. The Friends group has shown interest in paying for the light.

State Aid Report- Director Kanon will begin working on the report the first of December.

Our Youth Services Manager, Margaret Crockett, will be retiring at the end of the year.

Old Business: A calendar of closing dates was presented, discussed and approved.

New Business:

Service Contracts were presented at the board was asked to examine them. Further discussion will be made at the next regular meeting.

Staff Incentive A report and final figure will be presented at the December board meeting.

The Interpretation of Unpaid Leave Policy was approved by general consciences.

Addition of Nursing Mothers' Policy will be reconsidered at next month's meeting. Our director was asked to inquire about the policy in libraries around us.

Proof of ownership by local businesses needed to grant usage of library by local business owners who are not Holly Township residents. Director will oversee this approval

Floor Mat Service was discussed No decision was made. Further discussion will take place in the December meeting.

Public Comments:

Mr. Alrey shared with the commission community concerns about the copy/fax machine. Issues included cost and long waited for copy materials. Mr. Alrey also requested a copy of the bylaws.

Dr. Jubar asked about the possibility of adding a scanner, also was it possible to ass a service that would use credit cards to pay for copies.

Yard and flower bed upkeep. A suggestion was given that the possibility of help from NJHS, NHS, and Holly Academy to earn community service points. The feeling from the commission was that is was not the job of the director to do these tasks.

Adjournment: Motion to adjourn by Dr. Jubar, second by Mr. Alrey at 8:20 p.m.

Respectfully Submitted,
Dr. Margaret Hejhal, Secretary

Holly Township Library Board

Minutes

December 12,2017

Call to Order: Board President Mitchell called the meeting to order at 7:30 p.m.

Roll Call: Present: Mr. Clark, Mr. Grossman, Dr. Jubar, Dr. Hejhal, Mr. Mitchell, Mr. Alrey, Director Kanon. Guest: Mr. Bob Schmelzer.

Approval of Minutes: A motion was made by Mr. Clark, supported by Mr. Alrey to approve the minutes of the regular meeting of Oct. 10. Motion carried by voice vote.

Payment of Bills: Discussion of payments was led by Director Kanon. A breakdown of Visa bill was asked for and will be presented at next month's meeting. Motion by Mr. Clark and supported by Mr. Grossman to approve report. Motion carried by voice vote.

Financial Report: Discussion of financial report lead by Director Kanon. Reported that \$3,485.41 was taken out of library account to pay for bills from the last physical year. Motion to approve report was made by Mr. Grossman and supported by Dr.Hejhal to approve the financial report. Motion approved by voice vote.

Director's Report:

- Service contracts will be presented at the January meeting, after they are revised.
- Staff incentive graph was presented for year end bonuses. Motion to approve the year end incentives for staff made by Mr. Grossman and supported by Mr. Clark. The motion was approved by voice vote. (Chart attached to Director's written report.)
- Addition of Nursing Mother's Policy was presented that allowed for a room to be set aside for Nursing Mothers and time for nursing to be worked into the schedule. Motion to approve made by Dr. Hejhal and supported by Mr. Clark. Motion approved by voice vote.
- Our Youth Services Manager, Margaret Crocket, will be retiring at the end of the year. Director Kanon will immediately begin interviewing for this position. Hopefully someone can be in place before Ms. Crocket has retired.

Old Business:

- Old business was basically taken care in director's report.

New Business:

- A calendar of next year's closing dates was presented. Mr. Grossman moved that the calendar be approved, seconded by Mr. Clark. Motion approved by voice vote. Attached to December Director's Report.)
- 2018 Meeting Dates review. Discussion determined that standard second Tuesday of the month plan continue to be followed.

Public Comments:

Mr. Alrey

- that some kind of certificate of appreciation be composed to be sent to Holly Library Friends. Director Kanon reported that a note of appreciation was sent to the Friend of Holly Library during the October Friends appreciation week.
- Discussion of possible memorial be considered for past librarians.

Mr. Mitchell

- Warning to lock your cars in the parking lot was given by Mr. Mitchell. His wife's purse was recently stolen for their car parked behind their business on Grange Hall Road.

Mr. Bob Schmelzer

200 Taylor Lake Drive

Rose Township

248-634-7618

Was present for the commission meeting. His wife and her friends are members of the Holly Township Library Friends.

He was here to offer his help to do any special project for the library. His offer was appreciated. This information was noted by Director Kanon and will also be forwarded to the head of the HLF organization.

Adjournment: Motion to adjourn by Dr. Jubar, second by Mr. Alrey at 8:17 P.M.

Next Meeting Is February 13,2018 at 7:30 p.m.

Respectfully Submitted,
Dr. Margaret Hejhal, Secretary