

Meeting of the Orion Township Public Library Board of Trustees

825 Joslyn Road, Lake Orion, Michigan 48362

1/25/2024

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

Call to Order at 6:30

1. Agenda approval.
 - a. Amendments – add 2nd action item, “12.b VEBA Retirement Fund”. Pergeau/Phillips. Motion carried.
2. New employee introduction – Jason Harter.
3. Consent agenda approval – Phillips/Pergeau. Motion carried.
4. Financial Statement and Treasurer’s report. Receive and file. Quinn/Phillips Motion carried.
5. Public comment – none present.
6. Communications
 - a. McMunn – Elected to the board of the Orion Area Chamber of Commerce.
 - b. Computer systems have been fully restored after recovery from our cybersecurity event.
 - c. Website scheduled to be restored by early February.
7. Director’s report
 - a. Librarians studying heat maps of patron usage of facilities and resources.
 - b. Architects studying current building and future expansion plans for circulation area.
 - c. Magazine racks and shelving reduced in magazine area. Looking to replace with more functional furniture.
 - d. Patron point is now live – used for determining marketing segments to allow target marketing and tailored messaging.
 - e. Website work continues.
 - f. Battle of the Books for 5th grade and middle school preparations sessions are in progress.
 - g. Winter workshop was successful – 150 attendees.
 - i. Plan is to have a large, all-age activity, once per quarter.
 - h. Dan and James working with Orion Art Center on “the Art of Storytelling”.
 - i. Pine Tree Center being added to ThinkLink partnership.
 - j. Kathleen Kwiatkowski, Adult services head moved to a new job. 4 candidates identified for interviews next week.
 - k. James Pugh was appointed Business and Marketing Librarian.
 - l. Chase, Joyce, and Jessica are reviewing software for HR and accounting.
 - m. Fire inspector noted our alarm panel inspection was out of date.
8. Usage reports –
 - a. Charts presented by the Director.
 - b. Usage for 2023 is a record, driven by a 39% increase in electronic resources.
 - c. Library card holder count is up.
 - d. Meeting room usage up.
 - e. Programming for Children & Adults is up, Teens down.

- f. Computer workstation and WiFi use are up. Plans are to reduce stationary computers and add nice workstations to accommodate patron laptops which include large monitors, etc.
 - g. The director presented library statistics from comparable area libraries.
- 9. Advocacy News
 - a. Toronto library and others have had recent cybersecurity events.
- 10. Old Business
 - a. Library Board Meeting Dates – The director proposed moving the February meeting to the 4th Thursday.
 - b. Cyberattack – mostly finished with recovery. 4 individuals PII was compromised. Insurance covers their credit monitoring.
- 11. Committee Reports
 - a. Policy – no report
 - b. Finance – no report
 - c. Fund Development / Strategic Planning
 - i. Donations: \$6300 in 2023 vs \$1350 in 2022
 - ii. Number of donors: 15 in 2023 vs 7 in 2022
 - d. Building
 - i. Driveway plan sent to Spaulding-Decker
 - ii. The director presented materials showing book-sorting automation equipment.
 - e. Human Resources – no report.
 - f. Board Development – Reviewed Facility Use and Fund Balance Policies.
- 12. Discussion Items
 - a. VEBA is at approximately \$340,000k to fund 1 retired person for dental insurance.
 - b. The board president discussed options for the future of the VEBA.
 - c. Patron-Non-Resident fee from Fines & Fees policy was reviewed.
 - d. Records retention policy audit was reviewed.
 - e. The list of banking institutions was reviewed.
- 13. Action Items
 - a. Motion to amend the board meeting calendar to move the February meeting to the 4th Thursday. Quinn/Phillips. Motion carried.
 - b. Phillips moved to proceed to dissolve the VEBA by having our attorney write the appropriate letters to the IRS from both the Library and VEBA, at a cost of \$25K, plus attorney fees. Seconded by Abramczyk. Motion carried.
- 14. Public comment – None present.
- 15. Meeting adjourned at 9:02 p.m.

Respectfully,

James J. Abramczyk, Secretary