Orion Township Public Library Board of Trustees 
Meeting Minutes 
Thursday, February 22, 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.

1. Call to order
2. Approval of agenda – Pergeau/Phillips moved to approve. Motion carried.
3. Consent agenda – Pergeau/Phillips moved to approve. Motion carried.
   a. Minutes of 1/25/2024 Regular Library Board meeting
   b. Bills from January 2024
   c. Financial Statement and Treasurer’s Report as of January 31, 2024

5. Communications
   a. Press Coverage
      i. The director reviewed press, ONTV, and social-media coverage.
      ii. The director reviewed that candidate packets are available from the Orion Township clerk.

6. Director’s Report
   a. Library news and activities
      i. New office equipment ordered last year is starting to arrive.
      ii. More than Books area was improved with better containers, etc.
      iii. Digital signage being planned to replace posters.
      iv. 500 Books by 5th grade area improved.
      v. Space planning ongoing.
      vi. Archivists from Wayne State University are being engaged to assist with better organizing the James Ingram room.
      vii. Laminator replaced.
      viii. Safety committee made recommendations for updating emergency manual. Recommended panic buttons.
      ix. Smoke detectors replaced and fire panel inspected and repaired.
      x. PatronPoint is now live. Used for market segmentation.
      xi. Middle School Battle of the Books took place Feb 9th. The schools will not be continuing this program. 5th grade Battle of the Books is scheduled for March 9th.
      xii. Chase and Dan toured the Great Lakes Athletic Club to view potential space for the Senior Library.
      xiii. Dan Major accepted the position of Head of Adult Services. 12 applications receive for Adult Services position opened up from Dan’s promotion.
xiv. Friends of the Library book sale netted $5,468. Friends purchased all remaining items on the wish list.

b. Usage reports
   i. The director reported the usage statistics for the month.
   ii. Some database statistics removed from e-books category and put into a separate category.
   iii. Cardholders exceed Orion population.
   iv. Overall circulation is up.

c. Advocacy news
   i. April 16 is advocacy day at the State Capital. The director is planning on attending.

7. Old Business
   a. Annual Board Evaluation
      i. The president presented the compiled results of the board evaluation survey.

8. Standing Committee Reports
   a. Policy – no report
   b. Finance – no report
   c. Fund Development/Strategic Planning
      i. Activity plan with January updates – reviewed by the director.
   d. Board Development
      i. Policy review
         1. MGT-11: Displays and Distribution of Non-Library Materials Policy
         2. MGT-12: Public Relations Policy
   e. Building
      i. Updates from building committee meeting
   f. Human Resources – no report

9. Discussion Items
   a. New library website – the director reviewed the new website.
   b. 2023 Annual Report – the director reviewed the annual report. Completed in house by James Pugh whereas prior reports used an outside graphic artist.
   c. More than Books collection / wishlist items – the director demonstrated some of the items from the More than Books collection.

10. Action Items
    a. None.

12. Trustee Comments
13. Adjournment – adjourned at 8:30 p.m.

Respectfully, James J. Abramczyk, Secretary