

**DRAFT**  
**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES**  
**BOARD MEETING MINUTES**  
**TUESDAY, OCTOBER 17, 2023, 7:00 p.m.**

Present: President Gray, Vice President Conn, Secretary Byron, Trustee Hundley, Trustee Healy  
Director Waarala, Assistant Director Lash,  
Absent: Treasurer TerHaar, Trustee Bieliauskas, Administrative Assistant Pilarz

- A. Call Meeting to Order at 7:03pm.
- B. Approval of Agenda  
Move Gray, Second Conn to approve the agenda as presented. Motion carried.
- C. Approval of Past Minutes  
Move Byron, Second Gray to approve the September 19, 2023 meeting minutes as written. Motion carried.  
  
Move Gray, Second Hundley to approve the October 11, 2023 Building & Grounds Committee meeting minutes as written. Motion carried.
- D. Public Discussion  
No public comment.
- E. SDL Interior Renovations and Site Improvements Schematic Design Estimate Package presented by McCarthy & Smith and Quinn Evans  
Aaron Phillips of McCarthy & Smith and Ann Dilcher of Quinn Evans presented the estimate package and explained the estimate summary and budgeted costs. With all potential options included, the current project estimate is \$4,399,646.35. Value Engineering Options discussed so far could reduce the project estimate by up to \$427,000, for a total of \$3,972.646.35.
- F. President's Report: President Gray joined SDL staff in working at the October 14<sup>th</sup> Saline Farmer's Market.
- G. Friends of the Library Report: No representatives from the Friends of the Library Board were present. The Friends sponsored the first children's storytime and costume parade on October 17; another will be held on October 28<sup>th</sup>.
- H. Financial Reports  
Move Conn, Second Hundley to approve the September 2023 financial reports. Motion carried.
- I. Committee Reports
  - 1. Finance
    - a. No further changes to the FY 2024 draft budget and bad debt allowance.
    - b. Reviewed checking account balance and Policy 703: Purchasing.
  - 2. Arts: Did not meet

3. Building & Grounds: The committee previewed the SDL Interior Renovations and Site Improvements Schematic Design Estimate Package presentation by Quinn Evans & McCarthy & Smith.
4. Library Services: Did not meet
5. Staff Excellence
  - a. Did not meet, but reviewed policies for potential revisions and the Library Director evaluation timeline.
- J. Library Director's Report: Accepted as written. Additional highlights: The SDL app is at a beta stage and ready for staff continue to provide input. Saline District Library events have been featured on a website, LittleGuideDetroit.com, a collection of children's activities in the metro Detroit area. The fine-free movement is growing in Michigan due to its alignment with the broad mission of public libraries and lack of negative financial impact on library operations. SDL's draft FY 2024 budget does not include fine collection as a line item. Patrons would continue to be responsible for replacing lost items should SDL go fine-free.
- K. Unfinished Business: None
- L. New Business
  1. SDL Interior Renovations and Site Improvements Project Budget  
Move Gray, Second Conn to set the FY2023/2024 budget for the Interior Renovations and Site Improvements Project not to exceed \$3.9 million. Motion carried.
  2. Policy Review
    - a. Policy 703: Purchasing  
Move Gray, Second Hundley to approve revised Policy 703: Purchasing. Motion carried.
    - b. Saline District Library Board of Trustees By-Laws  
Move Gray, Second Byron to approve revised Saline District Library Board of Trustees By-Laws. Motion carried.
  3. Discussion of Board Officers for 2023/2024  
Vice President Conn will communicate with board members to discuss 2024 officer roles.
- M. Public Discussion  
No public comment.
- N. Adjournment  
Move Gray, Second Healy to adjourn the meeting at 8:43pm. Motion carried.

#### **CERTIFICATION OF MINUTES**

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on October 17, 2023 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

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Secretary, SDL Board of Trustees

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Date of Approval