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.


3. Consent agenda approval – Phillips/Pergeau. 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   m. Fire inspector noted our alarm panel inspection was out of date.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 doners: 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.

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