

**Library Board of Trustees Meeting**  
**Thursday, November 17, 2022**

1. Call to order at 7:01 PM. Present: Elizabeth Campion, President; Eric Walton, Vice President; Mary Beth Kane, Treasurer; Veronica Salciccioli, Trustee; Kristen Valyi-Hax, Director.
2. Approval of Meeting Agenda: Motion made by Veronica Salciccioli. Seconded by Mary Beth Kane. Motion carried.
3. Approval of Minutes from October meeting. Motion made by Mary Beth Kane. Seconded by Veronica Salciccioli. Motion carried.
4. Reports:
  - A. Board President's Report: Submitted on paper.
  - B. Treasurer's Report: Submitted on paper.
  - C. SLC Representatives Report: Submitted on paper.
  - D. Staff Reports: Submitted on paper.
5. Ongoing Business
  - A. Lower Level Update: The library received a contract from BMSCat/Jarvis to sign for the work to be done. They started delivering drywall, but the first batch was the incorrect type. Work started today on hanging the drywall. The carpet has been ordered and mill work has begun.
  - B. Courtesy Card for Students: There is no update. Veronica Salciccioli offered to reach out to teachers at Tyrone Elementary to help Kristen Valyi-Hax start the process.
  - C. Finance Committee Meeting: The Finance Committee reviewed the 2022 budget, and the library is in good shape for the year. The millage percentage for both the Debt Service and the Library Fund was reduced for 2023. However, the library should get about the same amount of money for 2023. The committee agreed to schedule a meeting with John Szymanski in February.
  - D. Transition to New Library System: The transition has had some challenges, especially with technical support from the new company. However, Suburban Library Cooperative has been working very hard to fix any issues and help the member libraries.
6. New Business
  - A. 2023 Closed Dates: Kristen presented the schedule for the library's holiday closed dates for 2023. Veronica Salciccioli asked how long the library will be closed on Saturdays. Kristen stated that as soon as she has enough staff, she will reopen on Saturdays. Mary

Beth Kane made a motion to approve the 2023 Closed Dates, seconded by Eric Walton.  
Motion carried.

- B. Trustee Manual Appendices A, E, and J: The library board reviewed these three appendices of the Library of Michigan Trustee Manual, as follows:
- a. United for Libraries – This division of the American Library Association provides resources and information for library boards, Friends of the Library groups, and other advocates of libraries.
  - b. Public Library Trustee Ethics Statement – This is a valuable guideline to show members of a public library board what their community requires when serving as a trustee.
  - c. State Aid and Penal Fine Facts – These are two sources of funding that need to be understood by library board members. Often, state officials will try to either underfund State Aid, or take money from Penal Fine sources due to lack of knowledge. These funds, while not a vast majority of HWPL’s budget, still provide an important source of revenue.

7. Call to Public: No public present.

8. Call to Board: No Extra Comments.

9. Meeting adjourned 8:04 PM