

Farmington Community Library Board of Trustees
Regular Board Meeting - 7:00 p.m. – Ernest E. Sauter Board Room
January 12, 2017

Board Members Present: Bosler, Bush, Doughty, Lazar, Liebold, McLaughlin, O'Malley

Board Members Absent: Paul

Staff Members Present: Miller, Serresseque, Siegrist, Streit, Yunker

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 7: 00 p.m. by President C. Doughty.

PUBLIC COMMENT

There was no public comment.

MINUTES

MOTION by G. Bosler to approve the Minutes of the November 10, 2016 Board Meeting was supported by P. O'Malley. Board approved. Motion passed.

OPERATING BILLS

MOTION by P. O'Malley to approve checks totaling \$566,297.90 for checks numbered 23283 through 23370 dated December 8, 2016 was supported by M. Bush. Board approved. Motion passed.

MOTION by P. O'Malley to approve expenditures totaling \$510,513.90 for check numbers 23371 through 23463 issued in January 2017 was supported by C. Liebold. Board approved. Motion passed.

FINANCIAL

MOTION by G. Bosler to receive and file the October 2016 and November 2016 Monthly Revenue Reports was supported by P. O'Malley. Board approved. Motion passed.

CORRESPONDENCE

There were seven pieces of correspondence to share including a letter nominating Maria Showich-Gallup for the "*I Love my Librarian*" Award.

FROM THE DIRECTOR

- Staff celebrated the holidays with a gathering at Craft Brew City and a Holiday Potluck later in the month. The Farmington Branch celebrated with a Cookie Exchange.
- Young Adult author, E. Lockhart, signed copies of her books and spoke with 30 to 40 interested patrons.
- Musical programs included: "Tribute to Joni Mitchell" attracted 100 patrons; Shamrock Shore (traditional Irish music) with Matt Watroba; a kid's concert with Kitty Donohoe and Bushwhackers performed their songs.
- YA Librarian, Merry Beth Tacy, planned a "Fantastic Beasts and Where to Find Them" program and encouraged everyone to dress in styles of the 1920s.
- Programs during the month of December/January included: National Novel Writing Month; International Games Day, Jennie Willard's special goodie bag put together to honor our heroes right next door!
- Thursday evening, Paul Zink will host a class, Cut the Cord- Alternatives to Cable TV.
- On Monday, Dr. Martin Luther King Day will be celebrated in the Library. Ber-Henda Williams will participate for the sixth year, this time, as the keynote speaker; Warner Middle School Choir will perform; Harrison High School Dance Team; then pizza and a movie, "*The Luft Gangster: Memoirs of a Second Class Hero*".
- FCL Graphic Designer, Michael Hnatiuk, designed graphics for T-shirts to be sold on DMLK Day.
- Farmington Genealogical Society and the Library have joined together for the program, "Learn to Find Your Family's Ancestors". There were 24 people using the two databases.
- The Medicare/Medicaid Assistance Program sent six volunteers to assist patrons when enrolling for prescription drug insurance coverage (Medicare Part D). One-on-one assistance is offered in the Library's computer lab and helps several seniors throughout the year.
- Sherri Vaughn is the Library liaison to the Greater Farmington Area Chamber of Commerce. Sherri and the Chamber partnered to offer a three-part outline marketing series. The presentation for December is "Rock Your Online Marketing for the Holidays".
- Pat Brown, a former Friends Board member, dressed as Mrs. Claus and read holiday stories at the annual Holly Days in Farmington.
- The Optimist Club encourages Junior Optimists to be more involved. This year, the kids have created a talent show for the residents of the senior centers.
- The Farmington Branch hosted a Blood Drive and attracted 40 patrons.
- November 11 was a full day of staff training and activities. There were breakout sessions planned by Jaclyn and Kelley.
- Six staff from Adult, Circulation and Young Adult received valuable advice from Zing Training.
- The Evanced calendar will be updated on January 17.
- Monitors have transitioned to assisting with the Library Outreach deliveries to senior sites as well as other senior programs and helping within the Library.
- The minimum wage will be increased to \$8.90 per hour effective January 1, 2017.
- MLA has been working for libraries. Libraries are now exempt from all new tax capture. The bill allows libraries to opt in or out.
- The Farmington/Farmington Hills Foundation for Youth and Families gave a grant to the Library to be used for the *1,000 Books before Kindergarten* program.

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- The new Health Care Savings Plan was implemented on December 25, 2016. Thirty one staff members signed up for the program.
 - We have received the resignation of our Facilities Coordinator effective May 1, 2017. We will overlap the position to allow for sufficient training.
 - The Farmington Press published an article about Library's Chapter Café owners, Jim and Christine Bezy. They expressed their enjoyment of their jobs.

COMMITTEE REPORTS

Finance

The Finance Committee has no report.

Personnel Committee

J. McLaughlin asked for the input of Board members before submitting a yearly review for the Library Director.

Benefits Committee

The Health Care Savings Plan has been implemented making it necessary to rewrite the Retirement Policy for the Employee Handbook.

MOTION by C. Liebold to accept the change to the Employee (Benefits) Handbook for the Retirement Policy section of said handbook as presented to the Board was supported by P. O'Malley. Board approved. Motion passed.

MOTION by P. O'Malley to approve the amended Expected Library Behavior Policy for inclusion in the Policy Manual with the changes suggested by C. Liebold. Motion was supported by C. Liebold. Board approved. Motion passed.

MOTION by B. Lazar to amend the Library Internet Acceptable Use Policy to use the proposed language on the handout provided was supported by J. McLaughlin. Board approved. Motion passed.

MOTION by C. Liebold to accept the Credit Card Acceptance Policy as presented on this date as written was supported by M. Bush. Board approved. Motion passed.

MOTION by G. Bosler to accept the amended 2016 – 2017 Fiscal Year Pay Schedule as presented was supported by C. Liebold. Board approved. Motion passed.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

J. McLaughlin announced that after 19 years on the Library Board, it is a natural time to move on to other interests and involvement with other projects. He complimented Board members and staff he has worked with through the years.

ADJOURNMENT

The Board meeting was adjourned at 8:45 p.m. by Library Board President, C. Doughty.

The next meeting of the Library Board is scheduled for Thursday, February 9, 2017 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

G. Bosler, Secretary
Library Board of Trustees

GB:dls