

**Approved February 8, 2018**  
**Farmington Community Library Board of Trustees**  
**Regular Board Meeting - 7:00 p.m. – Ernest E. Sauter Board Room**  
**32737 West Twelve Mile Road, Farmington Hills, MI 48334**  
**January 11, 2018**

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Board Members Present: Bosler, Bush, Lazar, Liebold, O'Malley, Paul, White

Board Members Absent: Doughty

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

Staff Members Absent: None

**CALL TO ORDER**

The Board Meeting was called to order at 7:10 p.m. by Vice-President, B. Lazar.

**APPROVAL OF AGENDA**

**MOTION** by G. Bosler to approve the Agenda for January 11, 2018 as presented was supported by M. Bush. Board approved. Motion passed.

**PUBLIC COMMENT**

There was no public comment.

**INTRODUCTION TO NEW FACILITIES COORDINATOR, DONALD WRENCH**

Facilities Coordinator, Donald Wrench, was welcomed to the Board Meeting by Vice-President, B. Lazar and the Board.

D. Wrench explained his approach to the maintenance and repair of both Library buildings in the past 10 months:

- The alarm system has been repaired at the Farmington Branch.
- Electrical problems in the Staff Lounge at the Farmington Branch has caused a lack of heat in the room. We are awaiting an estimate to install a room-sized heater which will maintain a comfortable temperature.
- The conveyor at the Main Library has obsolete electrical components. We have replaced belts and will replace rollers soon to keep the unit working.
- The elevator at the Farmington Branch was repaired after a child disabled it by pressing all of the buttons.
- The north elevator at the Main Library is out of order due to outdated parts. An estimate for repair is pending.

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- The sump pumps at the Farmington Branch were evaluated and are too small to handle the amount of water entering the building. The drains were also evaluated and the problem repaired.
  - The Main Library experienced a power outage in 2017 that necessitated the purchase and installation of a new circuit box.
  - A meeting with the Fire Inspector resulted in updates which include name signs outside of each room in the Library to make it possible for firefighters to identify a storage area from a staff area.
  - Considerations are being made regarding contract renewals and the necessity of correct timing when performing multiple inspections.

E. Streit added that she and Donald are in the process of determining when to replace elevator parts or to replace the entire elevator cab of each elevator. The elevators are the immediate concern and the Library may need to replace one each year.

The conveyor system is also aging. The carts were replaced with bins which worked better; staff is happier and the change has not caused major repairs. The unit is 16 years old and replacement parts may not be available when needed, so this repair/replace is another cost to consider in the future.

#### **APPROVAL OF MINUTES**

**MOTION** by G. Bosler to approve the Minutes of the November 9, 2017 Board Meeting was supported by P. O'Malley. Board approved. Motion passed.

#### **OPERATING BILLS**

**MOTION** by P. O'Malley to approve the expenditures for check numbers 24419 through check number 24516 totaling \$630,581.04 issued for expenditures in November 2017 was supported by G. Bosler. Board approved. Motion passed.

**MOTION** by P. O'Malley to approve the expenditures for check numbers 24517 through check number 24587 totaling \$342,032.32 issued for expenses incurred in December 2017 was supported by J. White. Board approved. Motion passed.

#### **FINANCIAL REPORTS**

**MOTION** by G. Bosler to receive and file the Monthly Revenue Reports for October 2017 and November 2017 was supported by P. O'Malley. Board approved. Motion passed.

#### **CORRESPONDENCE**

The Director shared a letter of thanks from the Goodfellows.

#### **FROM THE DIRECTOR**

- Staff Day was a great success. Staff chose break-out sessions in the afternoon ranging from FH EMS demonstration to save a bleeding victim to "tech petting zoo". Staff also witnessed a coworker use the Heimlich maneuver to successfully assist a choking colleague.

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- J. Miller has organized a full day of activities for January 15, Dr. Martin Luther King, Jr. Day. At the suggestion of a representative of the Michigan Roundtable for Diversity and Inclusion, and with the approval of the MCMR group, Yusef Shakur was contracted to be the keynote speaker. He will also be included on a panel to discuss the movie, *Pathways to Prison*, later in the afternoon.
  - Oscar Shorts tickets are available at both branches of the Library. We expect another sell-out crowd.
  - Songwriters Sundays will be replaced with a Sunday Jazz series for a time. The first program, Sheila Landis performing in tribute to Ella Fitzgerald, drew over 150 patrons.
  - Teen Librarian, Jennifer Willard, worked with the Teen Advisory Board to prepare for Operation Goody Bag. For the fourth year in a row, they decorated bags filled with snacks to give to first responders in the area. Eighty-four kids prepared 184 bags to distribute.
  - Accounting Manager, G. Yunker, will be sending periodic emails to staff to inform staff of benefits, or most recently, the notice of a data breach which has affected two of the FCL employees. She listed instructions for checking credit reports, as well as steps to take if data has been compromised.
  - In response to the MERS Pension Reform update, G. Yunker reports that the Library has reached 74% funding of the previous pension plan, and 96% of the current pension plan. E. Streit would like to explore expanding the health care savings plan to include part time staff.
  - Paul Zink, who was responsible for web development in the Library, has resigned to work at Bloomfield Twp. Public Library. Some of Paul's responsibilities were shifted to Adult Librarian, Josh Schu and Josh's responsibilities will be shifted to the previous YA Librarian who will transition to collection development duties. The Library currently has posted for a YA Librarian.
  - The Library shares a fiber with the FPS for our internet. Farmington Public Schools needed to replace the strand while kids were out of school and chose Dr. Martin Luther King, Jr. Day. It is hoped that the work will be completed within six hours. The Farmington Branch internet will be down but the Farmington Hills Library will not be affected.
  - The Library will be receiving a dividend from our Property and Liability and Worker's Comp with MML.
  - The Trustees had decided to write a brief bio for inclusion on the Library webpage. We hope to collect the completed bios within a week.

### **COMMITTEE REPORTS**

#### Finance Committee

Nothing new to report.

#### Personnel Committee

Nothing new to report.

#### Benefits Committee

Nothing new to report.

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## **UNFINISHED BUSINESS**

### **Building Updates**

E. Streit and J. Miller will meet with Library Design representatives next week to continue working on the plans and suggestions for the café area.

### **Strategic Plan**

The Board has read and reviewed the Strategic Plan for 2018 – 2021 and has no changes.

**MOTION** by G. Bosler to approve the Strategic Plan for 2018 – 2021, as presented, was supported by P. O’Malley. Board approved. Motion passed.

### **Bylaws**

G. Bosler reviewed the highlighted revised or amended statements in the Bylaws draft document.

E. Streit suggests that she meet with the Committee to clarify changes. G. Bosler offered to meet with E. Streit and once changes have been clarified, he will forward the document to the Committee, then to the full Board. The Bylaws are expected to be approved at the February meeting.

## **NEW BUSINESS**

### **Expected Library Behavior Policy**

E. Streit updated the wording in the *Expected Library Behavior Policy* to read, “Parents or caregivers must assume responsibility for the behavior of their children while the children are using Library facilities”.

**MOTION** by G. Bosler to approve the *Expected Library Behavior Policy* as presented was supported by P. O’Malley. Board approved. Motion passed.

### **Library Privacy Act**

E. Streit shared the Library Privacy Act and letter that all employees and volunteers read and sign, and mentioned that video images are considered to be a Library record. The Director is authorized to allow the police to view the videos, if necessary, but requires a court order before the video can be placed on a CD.

### **City Council Study Session Update**

The Board discussed the results of the City Council Study Session. The Board members were agreeable to the idea of meeting with the City Councils one or two times throughout the year to share information and strategic objectives.

The Board also discussed the documents which will be sent to the City in response to their request. The Library will send salary ranges for each employee classification, and a summary of employee benefits. Conference/training expenses are listed as a line item on the Library budget. The Library Board members are not compensated.

**MOTION** by S. Paul that the Library Board has formally chosen to authorize E. Streit to provide salary ranges for each employee classification as provided to the Board each year, with accompanying documents from the DSLRT; summary of Library benefits package for full time and part time staff and agents; conference/training expenses, which are included on the Library budget line item; Board members are not compensated. Motion was supported by J. White. Board approved. Motion passed.

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**ADJOURNMENT**

The Board meeting was adjourned at 9:50 p.m. by Vice-President, B. Lazar. The next meeting of the Library Board is scheduled for Thursday, February 8, at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

G. Bosler, Secretary  
Library Board of Trustees

GB:dls