

**Farmington Community Library Board of Trustees
Regular Board Meeting - 6:00 p.m. – Ernest E. Sauter Board Room
32737 West Twelve Mile Road, Farmington Hills, MI 48334
January 9, 2020**

Approved February 13, 2020

Board Members Present: Bomarito, Hahn, Huyck, Largent, Montgomery, Murphy, Rae, White

Board Members Absent: None

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

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:00 p.m. by Board President White who welcomed Riti Grover, FCL's new Library Director.

APPROVAL OF AGENDA

MOTION by Montgomery to approve the Agenda for the January 9, 2020 Board meeting, with the amendment to move the libraryIQ presentation to IX, was supported by Rae.

Vote: Aye: All in favor

Opposed: None

Motion passed.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

MOTION by Huyck to approve the Minutes of the Regular Board Meeting on December 12, 2019, was supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

OPERATING BILLS

MOTION by Huyck that the Board of Trustees approve expenditures for check numbers 26724 through 26821 totaling \$440,906.77, was supported by Montgomery.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Largent to receive and file the Monthly Budget for November 2019, was supported by Huyck.

Vote: Aye: All in favor

Opposed: None

Motion passed.

CORRESPONDENCE

- There was no correspondence to the Board Trustees from the public Board Comments form.
- Director Grover shared a letter from the Goodfellows sending appreciation to the FCL for the generous support.
- Branch Head Miller shared several comments from patrons applauding Library staff for their exemplary service.

DIRECTOR/INTERIM LIBRARY DIRECTOR'S REPORT

Prior to the Interim Director's Report, Director Grover thanked the Board for their trust in her abilities as we take our next steps toward providing the best in library services to our community.

After speaking with the two Branch Heads, the President and Vice President of the Board, the staff and members of the community, Grover recommends using the terms Liberty Street location and Twelve Mile location to distinguish the branches of our Library system. There was consensus of the Board Trustees. Grover will send an email to staff, to encourage usage of the new nomenclature.

In addition to the Interim Director's Report, Miller shared the following Library activities:

- There is a Metro Net meeting on January 29 which will give Grover the opportunity to meet with area Metro Net Directors.
- The Friends of the Library Board will meet on January 21 in the Board Room. The Friends Board sent flowers to Grover welcoming her to the Library and to Miller for handling Interim Director duties.
- Ninety-four teens were involved in Operation Goody Bag. The teens filled and delivered the bags to area police officers, firefighters and paramedics.
- The building projects continue to move forward for completion of the fireplace, bike rack, electrical and generator installation.
- The Library has an all-day slate of presentations planned for Dr. Martin Luther King Day, including the Peace walk, keynote speaker Gertrude Croom, Ber-Henda Williams poetry reading, Harrison Dance Company, Warner Middle School Choir and Matt Watroba and Robert Jones presenting "The Movement That Sang". Community leaders have been invited to address the gathering.
- The Library has planned a Skate Party, sponsored by the DDA. The Library will provide hot chocolate.

LIBRARYIQ

Mr. Kenley Davenport and Ms. Debbie Joy, representatives from libraryIQ, presented the possibilities of maximizing resources, increasing services, and improving the community connection with the Library. Some suggested possibilities of libraryIQ are engaging non users, creating inspiration spaces, generating community connections, and possible participation spaces outside the library walls.

MOTION by Largent to ask libraryIQ to prepare a proposal for FCL for our evaluation, was supported by Montgomery.

Vote: Aye: All in favor

Opposed: None

Motion passed.

COMMITTEE REPORTS

Community Liaison Committee

There was no report from the Community Liaison Committee.

Facilities Committee

A report of the Facilities Committee was given by Largent who detailed the mission of the Committee, facilities related actions which were completed under the direction of Facilities Coordinator, Donald Wrench, and key facility projects tentatively scheduled for the calendar years 2020 and 2021.

Repurposing of space is listed in the Committee Mission Statement, and six related items were requested of the Director for consideration by the Committee. The information will allow planning to expand utilization of both Library buildings.

The complete Facilities Committee Report has been filed.

Wrench reported on progress of the roof, elevator and Twelve Mile entrance door inspections and replacements. Once repairs and replacements are prioritized, reports will be shared with the Facilities Committee for planning.

Finance Committee

There was no report from the Finance Committee.

Personnel Committee

Chair Montgomery reports that the Personnel Committee recommends a one-time \$5,000 bonus to be paid immediately to the Facilities Coordinator for above and beyond service, and a raise of 10%, effective January 19 and will not impact his normal review in July. Also, give him the authority to hire a part time Project Manager.

MOTION by Montgomery that we give a \$5,000 bonus, effective immediately, to the Facilities Manager for above and beyond service, was supported by Bomarito.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Montgomery that we authorize a 10% raise to the Facilities Manager, effective January 19, when reviewed in July, he will be given the increase entitled to, was supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Montgomery that we give the Facilities Manager the authority to hire a part-time Project Manager was supported by Bomarito.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Montgomery reports that the Personnel Committee recommends an adjustment to Jaclyn Miller's salary. In addition to managing a larger facility, the Committee would like to acknowledge the fact that Miller stepped into the Interim Director position and has done an excellent job.

MOTION by Montgomery to adjust the salary for Jaclyn Miller to be equal with the Liberty Branch Head rate currently effective, immediately and both are able to get reviews and raises in July, was supported by Rae.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Library Director Contract

The contract for Riti Grover's Director position was reviewed by the Board, taking into consideration the recommendations of Grover's attorney.

MOTION by Rae that in the proposed contract, Without Cause E 1 in V, that we strike any severance language, but that we add, in lieu thereof that there would be a payout of any unused PTO and sick leave hours as of the date of the termination, less all statutory and other standard deductions which would be incorporated within this paragraph, was supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Addition to the Contract by Yunker: "Upon termination of employment, final compensation payment (or payoff) of PTO (Paid Time Off) and Sick time banks will be included in Employer's calculation, and payment of HCSP (Health Care Savings Plan) and 401(a) Defined Contribution pension contribution."

MOTION by Hahn that we adopt the language as stated by Yunker, was supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Hahn to strike V.G. (Maximum Cash Settlement) paragraph, was supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Amendments will be made and the Contract will be sent to Hahn. The final vote on the Director's Contract will be at the February 13, 2020 Board Meeting.

Strategic Plan Committee

There was no report from the Strategic Plan Committee.

Ad-hoc Bylaws Committee

There was no report from the Bylaws Committee.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

The Board discussed a GALA celebration to welcome Grover and to introduce her to community leaders, Councils, community churches and organizations. A liquor license will have to be obtained for the evening which would allow serving wine. Friday, May 1, 2020 was chosen as the date of the GALA to take place in the Library from 7:00 p.m. – 9:00 p.m. The Library will close at 4:00 p.m. on May 1 to prepare for the event. Invitations and budget will be discussed further.

Montgomery would like to authorize a budget to freshen the Director’s office. A proposal will be prepared to deliver to the Board.

Director Grover informed the Board that the Michigan minimum wage has increased to \$9.65 per hour. Twenty-six Library staff members should be brought up to the 2020 minimum wage.

MOTION by Montgomery that the Library Board of Trustees approve the amended FCL 2019 – 2020 Pay Schedule with the increase of the minimum wage in compliance with the 2020 Michigan Minimum Wage increase, was supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

There were no comments or announcements.

ADJOURNMENT

MOTION by Largent to adjourn the Board Meeting, was supported by Rae.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 8:50 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, February 13, 2020 at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Elizabeth Rae, Secretary
Library Board of Trustees
ER:dls