

Farmington Community Library Board of Trustees
Regular Meeting - 7:00 p.m. – Ernest E. Sauter Board Room
February 12, 2015

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

Board Members Absent: Bosler, Liebold, Moran

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

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 7:10 p.m. by Library Board President, C. Doughty.

PUBLIC COMMENT

None

MINUTES

MOTION by P. O'Malley to approve the Minutes of the December 11, 2014 Board Meeting was supported by B. Lazar. Board approved. Motion passed.

FINANCIAL

MOTION by P. O'Malley to receive and file the November 2014 Monthly Revenue Report was supported by B. Lazar. Board approved. Motion passed.

MOTION by J. McLaughlin to receive and file the December 2014 Monthly Revenue Report was supported by M. Bush. Board approved. Motion passed.

OPERATING BILLS

MOTION by P. O'Malley that the Board of Trustees approves \$370,178.90 of expenditures for check numbers 21305 through 21376 was supported by B. Lazar. Board approved. Motion passed.

MOTION by P. O'Malley that the Board of Trustees approves \$317,904.63 of expenditures for check numbers 21377 through 21458 was supported by J. McLaughlin. Board approved. Motion passed.

CORRESPONDENCE

Director, E. Streit, shared four pieces of correspondence including a letter from the City of Farmington Hills notifying the Board that Pamela O'Malley has been reappointed to the Board for an additional four year term.

DIRECTOR'S REPORT

Library staff are now able to go online to print their pay stub. Each staff member was given the link and user name. They are notified once Accounting has completed inputting payroll information into the system.

The Computer Lab has been converted to a cellphone-free zone. The Computer Commons area is available for patrons to use the computers along with brief cellphone conversations.

The Friends of the Library donated payment for a media conversion station which would allow patrons to convert slides to modern formats, convert VHS tapes to a DVD and cassettes to digital DVDs. The station will be in the Heritage Room with assistance offered by trained staff or volunteers.

Hoopla, a streaming media service, was launched in January. Patrons can access movies, music, TV shows and audio books.

The Indoor lighting project at the Farmington Branch is nearing completion. Sensor lighting still requires adjustment.

The Tech Logic bin conversion system has been completed and is very successful. Circulation staff and Maintenance staff are very satisfied.

Library staff continues to be active in the community. Goody bags were decorated and filled to give to FA/FH first responders during the holiday season, and both branches had a mitten tree for donations. The mittens, hats and socks collected were picked up by the Neighborhood House for distribution within the Farmington area.

Friday has been established as "Casual for a Cause" day. Staff choosing to wear casual clothing on Friday, make a small donation and receive a pin saying "I'm Casual for a Cause". Every two months, a new charity is selected to receive the donations.

DMLK Day was a very moving commemoration to Dr. Martin Luther King, Jr. Jaclyn Miller planned and organized the day which brought an estimated 750 guests to the Library. Programs were highlighted on the area television news, SWOCC and the Observer.

Staff members attended a meeting of the Commission on Children Youth and Families and met with George Heitsch, the Farmington School Superintendent. Jennie Willard, Maria Showich-Gallup and Josh Schu were present and report that statistics show a declining FPS enrollment, an unsuccessful Bond issue and 25% of FPS students are at or near poverty level. M. Showich-

Gallup asked Mr. Heitsch how the Library could assist by sponsoring programs. Their discussions will continue.

COMMITTEE REPORTS

Finance Committee

No report.

Personnel Committee

No report.

Benefits Committee

The Benefits Committee met to review a new health insurance proposal. The change proposed moving from HAP to Blue Cross Network for cost savings to staff and the Library, and because staff were unhappy with HAP during the past years. After reviewing documentation, the Benefits Committee recommends moving forward with the change from HAP to BCN.

E. Streit will send a letter to Mark Van Den Branden, HAP representative, and notify him that the Library will be changing insurance coverage to join with the City of Farmington Hills and BCN.

MOTION by J. McLaughlin to accept the health care change of insurance from the present HAP insurance to Blue Care Network in association with the City was supported by P. O'Malley. Board approved. Motion passed.

MOTION by B. Lazar to use the City Shared Plan option for means of paying the premiums was supported by P. O'Malley. Board approved. Motion passed.

UNFINISHED BUSINESS

The Unique Management Services, Inc. is a leading recovery service for library materials with more than 1,400 library clients. The service has recovered \$250,000,000 in value of materials, fines and fees using a "Gentle Nudge" approach consisting of a combination of phone calls and letters. Purchase price for the Polaris module is \$1,200, then \$200 per year for renewal and maintenance. Unique charges \$8.95 for each patron account referred to them.

It was the consensus of the Board to begin the collection service as proposed by E. Streit.

E. Streit described increasing goals related to technology. Currently, a part-time librarian is responsible for accomplishing many of the technology goals. E. Streit proposed additional librarian hours to promote the current part-time librarian to a full-time position.

MOTION by P. O'Malley to expand this librarian position from part-time to full-time, including benefits, on the recommendation of the Director, was supported by B. Lazar. Board approved. Motion passed.

E. Streit has moved forward to accomplish building improvement goals listed by T. Theeke, former Director. The electrical upgrade at the Farmington Branch, the Tech Logic conversion to the bin system and additional monitors for the public are now completed projects.

To address the physical improvements, E. Streit, K. Siegrist and Chris de Bear, from Library Design Associates, toured both buildings and noted needed improvements. Chris de Bear has worked in both buildings since 1994 and has files and specs needed to make improvements. E. Streit proposes retaining Chris de Bear to quote costs for the Farmington Branch for improvements, including new carpet and a change in the computer lab to Young Adult area. Improvements at the Farmington Hills Branch may include adding group study rooms and equipment in the Children's area. The Board agreed to the proposal.

NEW BUSINESS

No report

ADJOURNMENT

The Board meeting was adjourned at 8:30 p.m. by Library Board President, C. Doughty.

The next meeting of the Library Board is scheduled for Thursday, March 12, 2015 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

J. McLaughlin
Vice-President
Library Board of Trustees

JM:dls