

Farmington Community Library Board of Trustees
Regular Board Meeting - 7:00 p.m. – Ernest E. Sauter Board Room
February 11, 2016

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

Board Members Absent: None

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 Library Board President, C. Doughty.

PUBLIC COMMENT

There was no public comment.

MINUTES

MOTION by G. Bosler to approve the Minutes of the January 14, 2016 Board Meeting was supported by M. Bush. Board approved. Motion passed.

FINANCIAL

MOTION by G. Bosler to receive and file the December 2015 Monthly Revenue Report was supported by C. Liebold. Board approved. Motion passed.

OPERATING BILLS

MOTION by P. O'Malley to approve \$412,966.21 of expenditures for check numbers 22449 through 22541 was supported by G. Bosler. Board approved. Motion passed.

CORRESPONDENCE

E. Streit shared one piece of correspondence.

FROM THE DIRECTOR

Guardian Alarm has submitted a proposal to upgrade safety in the Library. Vigilante and the Farmington Police Department are compiling reports and Simplex Grinnell will come for a walkthrough soon. After all proposals are considered, we will discuss them with the Board.

Mary Carleton, Coordinator of Technology, met with representatives from Toshiba and Ricoh to negotiate proposals. We have been happy with the Toshiba copiers and have decided to renew our lease. Copiers will be replaced with newer equipment on Friday, February 12.

The Library of Michigan State Aid Report consisted of seven pages of statistics. Participation of Michigan public libraries was 98.9%.

Staff have begun “staff swapping” with a counterpart between the two branches. It is intended to increase camaraderie as staff work closely on projects together and become familiar with procedures at both locations.

The position of part-time Graphic Designer has been posted as the result of a full-time staff retirement. The full-time position was filled with a part-time staff member leaving that 24 hour position available.

Book Me is a new Library resource which makes it possible for patrons to place holds on favorite authors’ new releases. The staff will place the hold for the patron. Fifty-seven patrons and staff have signed up for this new Library resource.

Melanie Allbery, Early Childhood Specialist, has launched a new program. Tales, Tunes and Tots attracted over 120 participants and is scheduled for seven additional dates.

Battle of the Books begins Friday, February 12 and will end with the finale on April 18 at the Costick Center. Board members are invited to judge costumes at this energy-filled evening.

The State of the Cities breakfast will be held on February 17. Several Library staff will attend.

The 4th Annual Oscar Shorts will be held on February 21. This Friends sponsored event will be a sellout again this year.

E. Streit distributed information from Unique Management Services, Inc., the agency responsible for collecting overdue fines for the Library. The Unique Management printout shows that the Library paid \$11,000 to retrieve \$26,000 in both cash and materials.

The Farmington Friends of the Library sponsored several programs at the Library on Dr. Martin Luther King Day. After the programs, the Multicultural Multiracial Committee sponsored a Forum for a discussion on civil rights, refugees and the impact of immigration on Michigan. There was a possibility that the two women who voiced their concerns at a recent Farmington City Council Meeting might do the same at the Farmington Hills City Council Meeting. E. Streit attended this meeting. The two women did not show up. A representative from Hope Lutheran Church spoke in support of the MCMR and the program. The Library provided the facilities but the MCMR Committee chose the panel and discussion.

E. Streit and G. Yunker spoke with John Randall, City of Farmington regarding the Library’s partnership with the City health plan. The Library is able to renew the current Blue Care Network plan with a possible 6% increase, or change to PPO plans which would cost more for staff. The Board chose to continue with Blue Care Network.

COMMITTEE REPORTS

Finance

The Finance Committee has no report.

Personnel Committee

The Personnel Committee has no report.

Benefits Committee

The Benefits Committee will meet at 6:30 p.m. before the March 10, 2016 Board Meeting.

UNFINISHED BUSINESS

Sue Feinberg from Municipal Employees' Retirement System of Michigan attended the January 2016 Board meeting to clarify prefunding the Defined Benefit Pension Plan which was closed in 1999. The Board approved the prefunding at the December 2015 Board meeting. She also shared information regarding a Health Care Savings Plan which prompted the Board to request an actuarial report. Upon review of the actuarial report, the Benefits Committee will make a recommendation regarding the Health Care Savings Plan.

NEW BUSINESS

According to new laws, if a part-time employee works more than 130 hours per calendar month, the Library would be required to offer health care. All supervisors have been alerted to schedule part-time staff for less than 130 hours in a calendar month.

E. Streit presented the Health Care Summary Plan Description which must be signed and distributed to staff. Full-time is defined as 30 hours per week or 130 hours in the calendar month. The Accounting Office has also distributed the 1095 form to all staff covered by Library health care insurance.

The current Disability Policy in the Employee Handbook includes a table which indicates that the Library would be required to find some type of disability policy after 18 months of an employee's disability. This was covered by MEBS when the policy was written but is not covered under existing insurance. Although only two staff have used this in the past 25 years, it should be reviewed by the Benefits Committee.

Suzanne Paul has requested approval by the City Council to become a new Board member. She will be interviewed on Monday, February 15, prior to the next Farmington City Council meeting. If approved, she will attend the next Board meeting as a new member.

ADJOURNMENT

The Board meeting was adjourned at 8:35 p.m. by Library Board President, C. Doughy.

The next meeting of the Library Board is scheduled for Thursday, March 10, 2016 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

G. Bosler, Secretary
Library Board of Trustees

GB:dls