

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
February 8, 2018
Approved as Amended - March 8, 2018

Board Members Present: Bosler, Bush, Largent, Liebold, Paul, White

Board Members Absent: None

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

Staff Members Absent: None

Guest Speaker: Clare D. Membiela, Library Law Consultant, Library of Michigan

Guests: Kevin Hammer - FA, Mary Beth Perrot – FH, David M. Simowski - FA

CALL TO ORDER

The Board Meeting was called to order at 7:00 p.m. by Secretary, G. Bosler.

APPROVAL OF AGENDA

MOTION by C. Liebold to approve the Agenda for February 8, 2018 as presented was supported by S. Paul.

Vote: Aye: Bosler, Bush, Largent, Liebold, Paul, White

Opposed: None

Board approved. Motion passed.

ELECTION OF OFFICERS

G. Bosler announced changes on the Board. Bruce Lazar was not reappointed when his term expired. He was replaced with Bill Largent. Subsequently, Clark Doughty and Pamela O'Malley decided not to serve. Because of this, we have the President, Vice-President and Treasurer positions vacant which need to be filled.

Nomination for President

S. Paul nominated G. Bosler as President, was supported by M. Bush.

G. Bosler asked for further nominations. With none suggested, nominations are closed for President.

Vote: Aye: Bosler, Bush, Largent, Liebold, Paul, White

Opposed: None

Board approved. Motion passed.

Nomination for Vice-President

J. White nominated C. Liebold, was supported by S. Paul.

G. Bosler asked for further nominations. With none suggested, nominations are closed for Vice-President.

Vote: Aye: Bosler, Bush, Largent, Liebold, Paul, White

Opposed: None

Board approved. Motion passed.

Nomination for Secretary

S. Paul nominated M. Bush, was supported by J. White.

B. Largent called Point of Order: G. Bosler should ~~make an announcement that you are withdrawing as secretary so the minutes can reflect that~~ withdraw as Secretary so that the minutes can reflect the vacancy. G. Bosler announced withdrawal as secretary.

G. Bosler asked for further nominations. With none suggested, nominations are closed for Secretary.

Vote: Aye: Bosler, Bush, Largent, Liebold, Paul, White

Opposed: None

Board approved. Motion passed.

Nomination for Treasurer

C. Liebold nominated J. White, was supported by M. Bush.

G. Bosler asked for further nominations. With none suggested, nominations are closed for Treasurer.

Vote: Aye: Bosler, Bush, Largent, Liebold, Paul, White

Opposed: None

Board approved. Motion passed.

President G. Bosler stated that these positions will be open in June. We had vacant positions that needed to be filled. As is our normal process, we will review and re-elect in June.

GUEST SPEAKER: Clare D. Membiela, Library Law Consultant, Library of Michigan

Clare Membiela Skyped from the Library of Michigan to provide information and guidance to the Library Board. C. Membiela researches and provides an answer backed by the law. By speaking to the Board, her intent is to clarify what it means to be a district library, its purpose and can answer any question posed by the Board.

- A district Library was designed to enable individual municipalities to band together and create a library.
- Enables those who have banded together to choose how their library runs and to dictate how things progress.
- The procedure is to ask the community for a millage. If they vote yes, then a district library agreement is created.
- The district library board is created as a result of this agreement as the governing authority.
- As board members, they are representing the municipality, but first, they are the voice of the 90,000 patrons that you serve.
- Board members first duty is to the library. Any political subdivision is second.
- District library is at the top of the scale of autonomy. It does not report back to its municipality and has total control of funds.

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- District library has control over staffing, rules and regulations, and what is deemed to be important to library operations. The district Library has control of its own bank account.

C. Membiela suggests reviewing documents found on the Library of Michigan site: District Library Law, Public Library Finances Manual, Open Meetings Act.

Her message continues with the encouragement that there are 90,000 people who rely on the Farmington Community Library and without the Board, there would be no library service. She suggests that when necessary, stagger if a member steps down so the quorum will remain vacancies. If a member steps down, staggering vacancies allows a quorum to remain. She also suggested making a presentation to the cities, so they could better understand what a district library is.

PUBLIC COMMENT

Mary Beth Perrot, President of the Farmington Friends of the Library attended as a representative of the Friends and to support the Library Board.

G. Bosler responded that the Library could not do what it does without the support of the Friends of the Library.

APPROVAL OF MINUTES

MOTION by J. White to approve the Minutes of the January 11, 2018 Board Meeting, was supported by S. Paul.

Vote: Aye: Bosler, Bush, Liebold, Paul, White

Opposed: None

Abstain: Largent

Board approved. Motion passed.

OPERATING BILLS

MOTION by J. White to approve the expenditures for check numbers 24588 through check number 24662 totaling \$482,321.98 of expenses incurred in the month of January 2018, was supported by C. Liebold.

E. Streit explained the checklist and clarified the Schindler Elevator line item. We are requesting bids for repair/replace of our three aging elevators. Work will have to be staggered within the next three fiscal years. She will present to the Board once the bids are received.

B. Largent recommended a cost analysis on elevator maintenance.

Vote: Aye: Bosler, Bush, Largent, Liebold, Paul, White

Opposed: None

Board approved. Motion passed.

FINANCIAL REPORTS

MOTION by J. White to receive and file the Monthly Revenue Report for December 2017, was supported by S. Paul.

Vote: Aye: Bosler, Bush, Largent, Liebold, Paul, White

Opposed: None

Board approved. Motion passed.

CORRESPONDENCE

The Director shared one piece of correspondence.

FROM THE DIRECTOR

- MLK Day – Most Board members were present along with Mary Beth Perrot, President of the Friends of the Library. J. Miller deserves thanks for organizing the event. Over 1,500 people visited the Library that day.
- Oscar Shorts is sold out. If you would like to be a sponsor, you may purchase a star.
- MCMR – is once again hosting the Rainbow Recognition event. You may nominate someone from the community, school staff or a student who has actively promoted racial/cultural understanding in the FH/FA community.
- International Film Series is made possible from our benefactor from our Horizons Film Collection.
- State of the Cities – both mayors talked about state of cities and School Superintendent, George Heitsch, spoke about FPS. The Mayors were both happy FA and FH was voted as one of the best places to live in America based on combined resources of both cities.
- The Library will host a February 19 program about meteorites and 70 patrons have already signed up.
- Staff Changes – Interviews were recently conducted for an open Young Adult position and will be filled by mid-February.
- E. Streit apprised the group about two workers comp claims and will keep the Board informed of their progress.
- E. Streit shared two stories of patrons who appreciate Library services.

UNFINISHED BUSINESS

Building Updates

~~We~~ Staff members have met with Library Design on a new Public Lounge. After discussing options, ~~we chose one that might be the best use of this space~~ a design was chosen and is recommended. There will be booths, vending, tables in center which can be moved to increase space, and areas for individual computer use. Once the design is approved, Library Design will give us prices and we will choose furniture. Funding will come out of the Building and Improvements line item.

MOTION by J. White to approve the design for the new Public Lounge, was supported by S. Paul.

G. Bosler reminded the Board that a previous focus group indicated that people wanted more community space. Renovations were completed at the Farmington Branch and we are now in the process of renovating the Main Library, and have already completed re-carpeting, paint and new furnishings.

B. Largent suggested that voting wait for a full Board. C. Liebold replied that there was a quorum of the Board present and could have more discussion and vote.

B. Largent commented on the money which was going to be spent on this project. E. Streit explained that the Library has had a few designs and this is the one that will give us the best value without altering available electrical and plumbing.

G. Bosler explained that the Building Committee looked at three drafts and this is the design that has been chosen. Before we can get a price, we have to approve a design. A vote was called.

Vote: Aye: Bosler, Bush, Liebold, Paul, White

Opposed: Largent

Board approved. Motion passed.

Bylaws

The Bylaws committee had hoped to have a sample draft for this Board. However, G. Bosler suggest that the Committee reconvene to better reflect the Open Meetings Act guidelines.

NEW BUSINESS

G. Bosler read: It's come to our attention that our policy is missing a clause which would allow two Board members to approve and sign checks in the event that the regularly scheduled meeting is unable to take place. This will be added to the Policy Manual.

E. Streit shared that Clare Membiela, Library of Michigan, advised that other libraries do this. This would prevent costs or penalties from accumulating. ~~As long as you have a policy, this is something we could do in the event we have to cancel a meeting.~~ Such a procedure, as approved by the Board, allows fiscal responsibility in the event a meeting is cancelled.

G. Bosler explained that because we have three Board members missing, we are trying to keep our operation working. This will show up in the bylaws, in the meantime, this is what was suggested.

C. Liebold comments that two board members have reviewed the checks and there are other internal controls verifying payments.

B. Largent suggests a legal opinion.

MOTION by C. Liebold that in order to allow for normal operations without interruption, in the event the full Board is unable to meet or quorum is not met, that two Board members are authorized to approve and sign the monthly checks as presented by the Director and or Accounting Manager, was ~~approved~~ supported by J. White.

Vote: Aye: Bosler, Bush, Liebold, Paul, White

Opposed: Largent

Board approved. Motion passed Board approved. Motion passed.

Accounting Manager, G. Yunker, asked Board members to sign new bank signature cards which removes the former Board members from bank authorization.

G. Bosler read a letter drafted by an attorney at Foster Swift regarding District Library Law and the Library Board's disappointment when Bruce Lazar was not reappointed resulting in two other valued Board members resigning. G. Bosler asked for a motion to proceed with this letter.

MOTION by C. Liebold, I so move, supported by J. White.

Discussion was held as to how to proceed with the letter. Various Board members commented on disappointment in the most recent appointment process; reiterated that the Library is an independent entity; expressed disappointment on behalf of B. Lazar who was never notified after expressing interest in reappointment. Several Board members conveyed a feeling of being disrespected. One trustee expressed concern that the letter may antagonize City Council as he commented that trustees serve at the pleasure of the Council. Another trustee stated that while we are appointed by Council, we serve a community of 90,000.

Vote: Aye: Bosler, Bush, Largent, Liebold, Paul, White

Opposed: None

Board approved. Motion passed Board approved. Motion passed.

ADJOURNMENT

The Board meeting was adjourned at 8:45 p.m. by President, G. Bosler. The next meeting of the Library Board is scheduled for Thursday, March 8, at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

M. Bush, Secretary
Library Board of Trustees

MB:dls