CALL TO ORDER
The Board Meeting was called to order at 7:00 p.m. by Board President, J. White.

APPROVAL OF AGENDA
MOTION by M. Brucki to approve the February 14, 2019 Agenda, was supported by B. Rae-O'Donnell.
Vote:  Aye: All in favor
Opposed: None
Motion passed.

PUBLIC COMMENT
FCL Coordinator of Automation and FH resident, Kathie Brown, clarified that although FH Mayor Massey states “the ultimate fiduciary responsibility for funding are elected officials”, Michigan State District Library Law says that Library Board Trustees have the authority to directly ask taxpayers for funding, and Public Act 24 of 1989 says that libraries are a separate taxing authority under the law and are not under the auspices of any one municipality. As the Library Board is self-governing, K. Brown suggests that the Mayor advise residents to talk with the Library Director or a Library Board Trustee if they have questions concerning Library business.

APPROVAL OF MINUTES
MOTION by B. Rae-O’Donnell to approve the Minutes of the January 10, 2018 Board Meeting, was supported by P. Huyck.
Vote:  Aye: All in favor
Opposed: None
Motion passed.
COMMITTEE REPORT
Facilities Committee
Facilities Coordinator, Donald Wrench, spoke of the last months’ progress with the electrical panels for the Farmington Branch and a plan to pump water before it reaches the building as a deterrent to rain water leaking in the Children’s Area at the Farmington Branch.

D. Wrench reviewed vendor’s proposals to complete the Building Health Assessment at both the Main and Farmington Branch buildings and recommends JLL Americas, Inc. for the proposed cost of $6,000. The process could begin in April with expectations of a report within 30 – 45 days.

MOTION by P. Huyck to approve the recommended proposal of JLL to complete the Building Health Assessments was supported by B. Rae-O'Donnell.
Vote:  Aye: All in favor
       Abstain: Largent
       Opposed: None
Motion passed.

D. Wrench spoke of maintenance needed for elevators. At a cost of $9,600, the Committee required no Board approval before moving forward.

OPERATING BILLS
MOTION by B. Largent to approve expenditures for check numbers 25740 through check number 25821, totaling $417,288.26 of expenses was supported by P Huyck.
Vote:  Aye: All in favor
       Opposed: None
Motion passed.

FINANCIAL REPORT
MOTION by P. Huyck to receive and file the Monthly Revenue and Expense Report for December 2018 was supported by B. Largent.
Vote:  Aye: All in favor
       Opposed: None
Motion passed.

At the request of the Board, Accounting Manager, G. Yunker, has re-organized the Monthly Revenue Report similar to one used by Auditors, Plante Moran.

CORRESPONDENCE
E. Streit shared three pieces or correspondence including letters from the City of Farmington Hills announcing the re-appointments of Paul Huyck and Beth Rae-O’Donnell for four additional years.

President, J. White shared a letter from a Farmington Hills resident received prior to the Board Meeting. The Board will discuss it at the March 14, 2019 Board Meeting.
FROM THE DIRECTOR
E. Streit shared the Director’s Report which included:

- Dr. Martin Luther King Day which J. White and B. Rae-O’Donnell attended. The sub-zero weather deterred some patrons. Branch Head, J. Miller, received praise for the programming from many of the 630 attendees.
- The Seventh Annual Oscar Shorts, organized by the Friends of the Library, was a sold out event.
- Head of Children’s at the Main Library, Laurie Scott, shared upcoming Children’s programs including the eighth year of One School One Book, a program that encourages families to read together with their children. This program is financed through donations, with the largest donor being the Farmington Friends of the Library.
- Battle of the Books will begin in February and conclude on April 22 with a Battle at the Costick Center. Board members are invited to be costume judges.
- Dr. Seuss’s Birthday Party will be held at both branches with Judge Marla Parker reading to the children at the Main Library, and Jeff Pavlik, from the Sunflour Bakehaus, reading to the children at the Farmington Branch.
- Eight staff members attended the State of the Cities breakfast.
- Coordinator of Automation, Kathie Brown, has submitted her resignation and will retire from the Library after 20 years of service.

COMMITTEE REPORTS

Finance Committee
Chair Huyck thanked G. Yunker, Accounting Manager, for the new documents she has created for the Board.

E. Streit added that she will present numbers to the Finance Committee which include department requests for possible inclusion in the 2019 – 2020 budget.

Community Liaison Committee
There is no update.

Personnel Committee
B. Rae-O’Donnell reports that an evaluation form for the Director has been approved by the Committee and is being compiled. J. White added that the Committee will send the revised form, including the process and time limit of the evaluation, to the Board for discussion at the March Board meeting.

Strategic Plan Committee
Chair Brucki reports the Committee reviewed a five year chart and discussed the statistics currently reported by the Library, along with possible additional statistics to look at from a Strategic Plan standpoint.

The Management Advisory Committee (MAC) met and is working on the goals of the Strategic Plan with a discussion including a list of items for which statistics are collected. The Committee will look deeper into the databases and how collaborative space and study rooms can be utilized.

The Committee is also looking toward the millage and how the Library plans for this; the American Library Association has surveys available which the Library has used in the past. The surveys can be used as a baseline and tweaked to the FCL’s needs.
Following P. Huyck’s suggestion that the Board seek other Library Board’s programs for comparison, E. Streit responded that the Library is part of the Metro Net Consortium, Michlib, and DSLRT who share programs and the cost of databases. The Head of Adult Services, Jill Baker, is on a committee that looks at databases with other libraries.

M. Brucki added that most libraries report on the same statistics. The report is submitted to the State on an annual basis. There has been a standard report of certain categories. Although E. Streit and Staff are very familiar with what other libraries are doing, from a Board perspective, it might be good to benchmark one or two other libraries going forward for a comparison standpoint.

**UNFINISHED BUSINESS**

**Recap of Special Joint Study Session Meeting**

During the discussion, the Board expressed compliments to President J. White for his presentation of the Library accomplishments. Although agreed that it was beneficial to meet with the cities to discuss the accomplishments of the Library, some members conveyed concern that toward the end of the evening, there was more to the meeting than showcasing the Library. The statement that the Library Board had “fixed yourselves since we talked to you” was stated without time for the Board to respond. A second concern was the question asking how the Library can be part of the solution for parking in Farmington.

Both City Councils are aware that the Library is autonomous. Their only responsibility to the Library is to appoint four Library Trustees from each city. The points brought up regarding a one-page budget, ownership of the parking lot in Farmington and fiduciary responsibility, were addressed previously.

A further conversation could be beneficial and the Library may extend an invitation to the mayors to a future meeting. P. Huyck suggests the Board table the conversation until the March meeting.

**Committee Assignments Regarding WCBC Proposals**

E. Streit presented the proposals from the Working Conditions and Benefits Committee, which had been introduced at the January Board Meeting.

- The proposal to expand the Health Care Savings Plan for Part-Time Employees will be referred to the Personnel Committee first, then to the Finance Committee.
- The proposal for reinstatement of a shift premium for Sundays will be referred to Personnel Committee first.
- The proposal to block traffic from using the side-entrance to the parking lot will be referred to the Facilities Committee.

**NEW BUSINESS**

At B. Largent’s suggestion, Mary Carleton and the Tech Staff will research and evaluate free online tools to use to reduce the paper at meetings and to use a shared drive for retrieving specific documents.

**BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**

- In response to a question regarding the database usage report from 2018, E. Streit clarified that each database captures their own data and gives it to the Library each month. Polaris is the identifier and allows entry into databases.
B. Largent referred to the Wall Street Journal article about Tyson Foods making a change in their business model. He related the article to FCL gathering pertinent data for future Strategic Planning.

J. White has had conversations with Staff who have expressed concern that they want the Board to ask questions when needed, but feel that sometimes their professionalism is being undercut. Staff are hesitant to approach the Board with their comments. The Board may discuss this further in March.

**ADJOURNMENT**

**MOTION** by B. Largent to adjourn the Board Meeting was supported by B. Hahn.

**Vote:**
- **Aye:** All in favor
- **Opposed:** None

**Motion passed.**

The Board meeting was adjourned at 9:15 p.m. by President, J. White. The next meeting of the Library Board is scheduled for Thursday, March 14, 2019 at 7:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Beth Rae-O'Donnell, Secretary
Library Board of Trustees

BRO:dls