

**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
February 13, 2020**

Draft for Approval

Board Members Present: Huyck, Largent, Montgomery, Murphy, White

Board Members Absent: Bomarito, Hahn, Rae

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.

APPROVAL OF AGENDA

MOTION by Largent to approve the Agenda for the February 13, 2020 Board meeting, was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

MOTION by Montgomery to approve the Minutes of the Regular Board Meeting on January 9, 2020, 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 26822 through 26907 totaling \$539,938.73, also includes two payrolls, 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 January 2020, 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 correspondence from MLA referring to the MLA's official position on SB 611 - Michigan Library Privacy Act, which proposes to allow libraries to supply records to the Police Department without a subpoena without identifying library records or library activities.

LIBRARY DIRECTOR'S REPORT

In addition to the Director's Report, Director Grover shared highlights of Library activities:

- Supervisors, Department Heads, Metro Net Directors, DSLRT attendees and the Executive Director of MLA, Deborah Mikula, all met with Director Grover during the past month. They shared their responsibilities, activities, concerns and ideas.
- Dr. Martin Luther King, Jr. Day brought over 700 patrons to the Library to attend the Peace Walk, enjoy the Harrison Dance Company, poetry reading by Ber-Henda, keynote speaker, Gertrude Croom, performance by the Warner Middle School Choir, music by Robert Jones and Matt Watroba and ending with an evening dialogue, all organized by Branch Head Miller.
- Library staff has begun to use the nomenclature 12 Mile and Liberty Street when referring to the two branches of FCL. The Publication Committee will gather lists of documents which need to be changed to the new terminology and a date will be set for a formal transition following a meeting with the Director.
- Library staff were present at the Hillside Elementary 2020 Community Day and were presented with a certificate and handmade inspirational bookmarks which will be shared with FCL patrons.
- The Michigan School and Government Credit Union would like to donate \$1,000 to the Library and asks for a presentation ceremony with the Library.
- The State Aid Report was submitted with thanks to Branch Head Miller for gathering the documentation necessary to submit the report.
- FCL received a proposal from libraryIQ which is in excess of \$15,000. The *Library's Bid and Expenditure Policy* requires that that FCL solicit bids.
- Payroll and Benefits Specialist, Brenda Wilson, resigned her position effective January 31. Office Assistant, Sally Campbell, accepted the task of learning the payroll system within three days. With teamwork of Accounting Manager, Yunker, they were able to successfully process the Library payroll and will be sharing ADP training. This process will continue until a new Payroll Benefits Specialist is hired and trained.
- Office Assistant, Elizabeth Erdody, has offered to assist in the Accounting Office until the position is filled and the Payroll Benefits Specialist is trained.
- Technology Department firewall was replaced at no cost, thanks to Mary Carleton, Coordinator of Technology, who arranged to have the cost covered by the warranty.
- Coordinator of Technology, Mary Carleton and Kathy McKinney, Coordinator of Automation, are exploring the option of using credit cards on the self-checkout machines and online payments.
- A new mother board was installed on the Liebert Cooling system.

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- The generator was installed at the Liberty Street location on February 7. The heater block and battery for the generator are hooked up to the X-Panel for constant electrical support.
 - Director Grover met with Judy Thomson-Torosian from the Michigan Municipal League about the insurance for the Library. Before signing with MML, Director Grover will request that Trustee Montgomery review the policy.

COMMITTEE REPORTS

Facilities Committee

There was no report from the Facilities Committee.

Finance Committee

There was no report from the Finance Committee.

Personnel Committee

The Personnel Committee will table the Library Director Contract review until the March Board meeting.

Strategic Plan and Community Liaison Committee

There was no report from the Strategic Plan and Community Liaison Committee.

Ad-hoc Bylaws Committee

There was no report from the Bylaws Committee.

UNFINISHED BUSINESS

Response to Facilities Committee Request on Data Regarding Service and Footprint Utilization

Largent reports that a Board request was made of staff to inventory all items in the FCL storage room at the Twelve Mile location to consider how space could be utilized more effectively. It will be useful to know if items can be stored offsite until needed, and if new space can be opened up for other programs.

Request was made to modify the Meeting Room Use document to show the number of hours per week that rooms are available, percentage of hours each room is in use, percentage of internal usage and external groups, and top 10- 20 groups using the rooms. The data will help determine if the Library has underutilized capacity that could be marketed. This data may also assist with future business decisions.

The Strategic Plan Committee discussed digital services offered by the Library and how the Library could market what is offered.

NEW BUSINESS

Montgomery stated that the Director of Kickstart, Dwayne Hayes, is attempting to bring the arts to Farmington/Farmington Hills. He has gallery space downtown and is looking for more community involvement. Involvement from the Library would be valued.

President White reports that the school Superintendent, Bob Herrera, would like to create a Strategic Plan centered on the profile of the graduate/life-long learner, not from in-house but from the community. White encourages attendance if Trustees are invited.

Largent reports that David Lawrence, retired editor of the Free Press, has founded an organization in Florida focusing on childhood literacy. Lawrence has been invited to Detroit with hope of making this a national program. Largent shared tickets of the presentation with Director Grover, Vice-President Montgomery, FPS Superintendent, Bob Herrera, a City Council member, and Eunice Jeffries, leader of Metro Detroit, Read to a Child. The goal would be to have at risk children more closely integrated in the Library.

Largent and Montgomery have discussed the idea of using Director Grover's introduction to the community as a kickoff for a major marketing campaign to engage the community to get involved. They will give ideas of what they want the Library to do going forward. Trustees can gather names of elected officials, business people, ministers, educators, commission members to be invited to the summer celebration. A timeline should be developed for invitations and a budget must be approved. This would be the kickoff of a major marketing initiative for the Library.

Director Grover mentioned that Grants Librarian, Sherri Vaughn, can explore grants available and reach out to businesses in the area. Vaughn is also a Chamber liaison.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

There were no comments or announcements.

ADJOURNMENT

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

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 7:35 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, March 12, 2020 at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Jim White, President
Library Board of Trustees
JW:dls