

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
March 8, 2018
Approved as Amended – April 12, 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

CALL TO ORDER

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

APPROVAL OF AGENDA

MOTION by M. Bush to approve the Agenda for March 8, 2018 as presented, was supported by C. Liebold.

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

Opposed: None

Board approved. Motion passed.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

MOTION by C. Liebold to approve the Minutes of the February 8, 2018 Board Meeting, was supported by J. White.

G. Bosler suggested changes in phrasing which will be corrected in the February 8, 2018 minutes.

MOTION by C. Liebold to withdraw the original motion and propose acceptance of the Minutes of the February 8, 2018 Board Meeting, with changes offered by President, G. Bosler. Motion was supported by J. White.

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

Opposed: None

Board approved. Motion passed.

OPERATING BILLS

Director, E. Streit, brought to the attention of the Board, checks which were written for larger amounts for expenses incurred for the previous month.

MOTION by C. Liebold that the Board of Trustees approve the expenditures for check number 24663 through check number 24750 totaling \$397,177.07 of expenses incurred in the month of February 2018. Motion was supported by M. Bush.

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

Opposed: None

Abstain: Largent

Board approved. Motion passed.

FINANCIAL REPORT

MOTION by S. Paul to receive and file the Monthly Revenue and Expense Report for January 2018, was supported by J. White.

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

Opposed: None

Board approved. Motion passed.

Budget Proposal

The budget proposed for the 2018 – 2019 fiscal year was presented by Director, E. Streit. The proposed budget is prepared before the Public Hearing which is scheduled prior to the Board Meeting in May of each year. The budget is approved at the May Board meeting.

To prepare the budget, the Director and Accounting Manager review historical data in previous budgets, discuss proposed larger projects for the year ahead with Department Supervisors, then estimate the amount required for the budget. Most changes are an increase of 2%, in anticipation of an increase in property values, although the actual numbers are not available prior to the budget preparation. The budget is held to the conservative side but has been within 98% to 99% close to the estimate in the past.

CORRESPONDENCE

There was no correspondence to share.

FROM THE DIRECTOR

- The Oscar Shorts event was sold out, as it is each year. The Friends of the Library and sponsors in the community offset the cost of the evening program. Maria Showich-Gallup, Head of Children's Services at the Farmington Branch, was congratulated for arranging the successful event again this year.
- The Library is part of the Multicultural Multiracial Community Council. This year, Dave Bing has been asked to speak at the Rainbow Recognition event which honors members of the community who have actively promoted racial/cultural understanding.
- The Princess Party at the Farmington Branch attracted 120 children who enjoyed singing, dancing and posing for pictures with "Ariel".
- February is "Love My Library" month. Patrons were invited to write comments about the Library on paper hearts which were displayed at the front desks at both branches.

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- Young Adult Librarian, Jennifer Willard, attended the presentation, “Talk, Save Lives”, which is an introduction to suicide prevention. Steve Windom, Executive Director of the American Foundation for Suicide Prevention in Michigan, was the guest speaker. He spoke with J. Willard following the presentation and discussed partnering with the Library to organize a presentation at each branch.
 - Recent staff changes: Young Adult Librarian of 23 years transitioned to Adult Librarian; Children’s Librarian was promoted to Young Adult Librarian; Outreach Librarian, Julie Solomon, is retiring after 20 years and the position has been posted for an Outreach Para-Professional.
 - Branch Head, Kelley Siegrist, and Head of Adult Services, Jillian Baker, will be attending the Public Library Association Conference in Philadelphia. They received a grant from the Library of Michigan which will cover all expenses.
 - The Strategic Plan is in the draft stage of design. Michael Hnatiuk, FCL Graphic Designer, will complete the document which will be on the Library web page.
 - Director, E. Streit, met with the representative of the Michigan Municipal League to discuss a new portion of insurance. This coverage, Cyber and Crime, is included in the Library’s current insurance and is necessary if there are attempts to damage the Library network infrastructure.
 - Security updates include the replacement of a security camera and the installation of duress buttons. An alarm intrusion system at both buildings is in the planning stage as well as a replacement for the Administration Door. The current door may be replaced with a solid door to function with the fobbing system. Facilities Coordinator, Donald Wrench, is gathering bids for presentation.
 - The Library purchased a “One Call” system. For \$100 per year, the Library is able to notify all staff of a necessary closing of the Library. One Call will notify up to 1,000 phone numbers, emails and texts per year with unused calls rolling over to the next year.
 - Director, E. Streit, will survey area libraries to determine their retention of security camera data.

COMMITTEE REPORTS

Finance Committee

Nothing new to report.

Personnel

Nothing new to report.

UNFINISHED BUSINESS

Building Updates

Elevators - Accounting Manager, Gale Yunker, prepared a report showing the past seven fiscal years of elevator inspections, upgrades and repairs. Facilities Coordinator, Donald Wrench, is gathering bids for replacement of the elevators, for informational purposes. After reviewing

the cost of individual elevators at both branches, the Library has chosen to continue to repair the elevators, as needed, at this time.

Hot Water Heaters – The Library replaced two older hot water heaters, one at each branch, during the past month.

Compliance with the Fire Department - The FH Fire Marshall toured the Main Library and determined that there is a need to add signage outside of all of the rooms, new exit signs, new lighting and update older emergency lighting. The Library will make these upgrades to both branches and is currently gathering bids. Kelley Siegrist, Branch Head, will talk with the Farmington Fire Department to inquire about being directly connected to the Farmington Branch.

Public Lounge – Library Design has submitted a bid proposal for completion of the Public Lounge. At this time, with Board approval, FCL has been working with Library Design for several renovations and has found their workmanship and quality of furnishings to be excellent.

E. Streit clarified the diagram of the proposed Public Lounge and placement of furnishings. The addition of Snow Sound (sound absorption products), will be postponed to determine the need. The Lounge area will require approximately \$9,000 to replace damaged slate, upgrade electrical and plumbing and paint.

Trustee, B. Largent, requested that the minutes reflect his concern “that the Board is convinced that this is the only company in Michigan that can do a buildout”. He proposes that it is time to go out for quotations and has telegraphed his vote.

President, G. Bosler asked for a motion not to exceed \$75,000.

Accounting Manager, G. Yunker, clarified that in the previous fiscal year, the Board created a Building Improvements fund to cover the cost of the Teen Room, Public Lounge and Group Study Rooms. There is \$240,000 in that budget reserved to have the money available to move forward with these projects.

MOTION by J. White that the Board allow up to \$75,000 to be spent on the design proposed (by Library Design) for the Public Lounge area in an amount not to exceed \$75,000. Motion was supported by S. Paul.

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

Opposed: Largent

Board approved. Motion passed.

An RFP has been drafted for the vending units. The expectation is that the Public Lounge will be open by the end of this fiscal year.

Bylaws

The Bylaws Committee will meet again to complete the revision of the Bylaws. President, G. Bosler suggests meeting with the Bylaws Committee on Tuesday, March 13, 2018 at 4:00 p.m.

NEW BUSINESS

MOTION by B. Largent to move the Library Board meetings for the Library to Council Chambers of Farmington and Farmington Hills, rotating each month was supported by J. White.

Rationale response: To allow community involvement and bring transparency to the Board, and the meetings could be televised.

Discussion responses: The Board has always welcomed the community to attend the meetings, but very few have; the Library has the capability to record or televise meetings, if that is a request; Library staff often retrieves documentation from offices and would be unable to transport all paperwork to mobile sites; other public entities meet in their own space; the Library has an Auditorium, if space is an issue.

Vote: Aye: Largent

Opposed: Bosler, Bush, Liebold, Paul, White

Motion is not passed.

MOTION by B. Largent to have all non-recurring expenses greater than \$5,000 be approved by the Board. Prior to approval, Board will review and approve RFP/RFQ and scope of project. Motion was supported by C. Liebold.

Rationale response: B. Largent stated that organizations normally put out an RFP (Request for Proposal) for designs. Board chooses one which becomes a template for an RFQ (Request for Quote). It broadens the range of choices and opens possibilities for the space. The responsibility of the Board is fiduciary. The \$5,000 limit could be raised if it became cumbersome. In an emergency, the motion could be amended to give authority to staff to react. Major expenditures/changes should be discussed with the Board.

Director, E. Streit, will survey area Class VI libraries to compare financial requirements. Previously, all major purchases have been discussed with the Board. The question to be considered is how this would impact payment of invoices.

B. Largent withdrew the motion since the Director will have a preliminary report ready within 30 days.

MOTION by B. Largent to review and rescind the action from the last Board meeting granting any two Board members to meet and approve expenses in the event the full Board cannot convene, pending legal review. Motion was supported by J. White.

Rationale response: B. Largent indicated that it is an abdication of the Board’s responsibility. According to the Michigan Public Library Trustee Manual, page 6, “The Board initially determines what is reasonable, but it is recommended that the library’s legal counsel review all policies before Board approval”.

Vote: Aye: Largent, White

Opposed: Bush, Liebold, Paul

Motion is not passed.

President G. Bosler proposed a procedure that future requests from Board members would go to the President of the Board and the Director. ~~The Director is responsible for assigning the request to the correct employee or to present the request for discussion at the next Board meeting. This will be implemented going forward.~~ B. Largent pointed out that at no time did a Board member ever have the authority, nor should staff ever be put in the position of feeling they needed to respond to a request by an individual Board member. If any Board member wanted something from staff, that request was conveyed at the Board meeting, where the entire Board considered the action and if approved by a majority vote, that directive was given to the Library Director to assign as she saw fit.

ADJOURNMENT

MOTION by C. Liebold to adjourn the Board Meeting was supported by J. White.

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

Opposed: None

Board approved. Motion passed.

The Board meeting was adjourned at 8:50 p.m. by President, G. Bosler. The next meeting of the Library Board is scheduled for Thursday, April 12, at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

M. Bush, Secretary
Library Board of Trustees

MB:dls