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 B. Largent to approve the March 20, 2019 Agenda, was supported by J. Montgomery.
Vote:  Aye: All in favor
       Opposed: None
Motion passed.

PUBLIC COMMENT
There was no public comment.

APPROVAL OF MINUTES
MOTION by J. Montgomery to approve the Minutes of February 14, 2019 Board Meeting, was supported by P. Huyck.
Vote:  Aye: All in favor
       Opposed: None
Motion passed.

OPERATING BILLS
MOTION by B. Rae-O’Donnell to approve expenditures for check numbers 25822 through check number 25917, totaling $436,413.33 of expenses was supported by J. Montgomery.
Vote:  Aye: All in favor
       Opposed: None
Motion passed.
FINANCIAL REPORT
MOTION by J. Montgomery to receive and file the Monthly Revenue and Expense Report for January 2019 was supported by P. Huyck.
Vote:  Aye: All in favor
Opposed: None
Motion passed.

CORRESPONDENCE
E. Streit shared seven pieces of correspondence complimenting the Library and staff.

FROM THE DIRECTOR
E. Streit shared the Director’s Report which included:

- Warm Wraps, an intergenerational program which partners senior quilters and teens to make blankets or shawls for seniors, is a successful program for the second year. This targets a goal in the Strategic Plan.
- Increasing programming opportunities for 24 – 30 year olds is also a Strategic Plan goal. Adulting 101 programs attracted 60 people interested in purchasing a home, and 40 people were in attendance to hear the proper way to choose a contractor.
- The Dr. Seuss Birthday event attracted over 375 attendees who enjoyed stories and cake provided by The Sunflour Bakehaus.
- J. White described how the schools and Library work together as a community partnership on One School One Book. A book is sent home for every family in Farmington Hills, (about 3,000), for students in grades K – 5, with directions to read together as a family at home. The book is discussed or projects are completed the next day in school.
- As a service project, third graders from Hillside created bookmarks with inspirational quotes and distributed them to both Branches of the Library for patrons to use.
- April is Food for Fines month. Food will be given to Gleaners, another community partner, for distribution.
- Four microscopes were purchased with a Bosch grant and will be available for circulation at both Branches.
- Kathie Brown is retiring in May. The new Automation Coordinator is from the Troy Library.
- The FCL won the Distinguished Service to the Arts Award. Board Members are invited to attend the reception on April 12 at 6:00 p.m. at the Costick Center.
- The Battle of the Books is April 22. Board Members are invited to be costume judges. President J. White offered to judge the costumes.
- Friends of Michigan libraries (FOML) will hold its annual membership meeting on April 4 and workshops on April 4 and 5 at the Novi Public Library.

COMMITTEE REPORTS
Facilities Committee
MOTION by B. Largent to allow Johnson Controls to do the work (on the emergency lighting) at both Branches was supported by C. Zervos.
Vote:  Aye: All in favor
Opposed: None
Motion passed.
E. Streit met with Bill Galvin, M. Brucki, J. White, K. Siegrist, and J. Miller to discuss the parking situation in downtown Farmington and how it relates to the Farmington Branch Library. One of the ideas offered by the City is to remove the berm between the Library parking and Page’s parking to add a few more parking spaces. The State Street lot was mentioned, although definite area ownership of the property is unclear without an official survey explanation.

The building health assessment is scheduled to begin in early April and updates will follow.

**Finance Committee**
Chair Huyck reports that he and E. Streit attended two presentations by auditors, Plante Moran and Yeo and Yeo. Chair Huyck recommends that the Library continue with a 3-year proposal with two, two-year options with Plante Moran as the Library auditors. The City of Farmington and the courts will accept the Plante Moran bid.

**MOTION** by P. Huyck to accept the bid of Plante Moran and notify the City of Farmington Hills that the library is in agreement, was supported by B. Largent.

*Vote:*  
*Aye:* All in favor  
*Opposed:* None  
*Motion passed.*

**Community Liaison Committee**
Chair Zervos proposes that the Community Liaison Committee schedules a meeting at 6:30 p.m. prior to the April 11, 2019 Board Meeting.

**Personnel Committee**
The Personnel Committee agreed to combine two documents as the Director Evaluation tool.

**MOTION** by J. Montgomery to use this tool as the Director evaluation was supported by B. Largent.

*Vote:*  
*Aye:* All in favor  
*Opposed:* None  
*Motion passed.*

After discussion about the process of the Director’s evaluation, the decision is to offer staff the opportunity to evaluate the Director by giving examples of how she exceeds, meets, or needs improvement in her position. Signed or anonymous reports will be faxed to J. Montgomery by April 1 and will be forwarded to the full Board.

The Board will combine their information and prepare a review on April 11, 2019 at 6:00 p.m. during a Closed Session, should the Director make such a request. The Regular Board Meeting will follow.

Staff will be invited to give comments by April 1; E. Streit will complete her self-evaluation by April 5; the Board will complete their portion of the evaluation by April 8.

**MOTION** by B. Largent to authorize staff to provide comments on the Director’s performance review was supported by C. Zervos.

*Vote:*  
*Aye:* All in favor  
*Opposed:* None  
*Motion passed.*
The Personnel Committee will plan a meeting in the Board Room to discuss Health Care Savings Plan for part-time staff. Sunday premium pay will be discussed at another time.

B. Largent asked that a copy of the Director’s Acceptance letter is resent to the full Board.

**Strategic Plan Committee**
E. Streit met with MAC (Management Advisory Committee). The Committee updated accomplishments which E. Streit will send to the Board.

**UNFINISHED BUSINESS**
M. Carleton, Coordinator of Technology, prepared a table to compare available shared drives to store documents. M. Carleton will be asked to present to the Board a way/ways to use a keyword search of documents which are placed on a shared site. Any document distributed at the Board meeting should be posted on a shared site where the Board can access it, as well as anyone else who is given administrative privilege to the site.

**NEW BUSINESS**
E. Streit introduced the proposal for the 2019 – 2020 Pay Schedule, with attached cost of living information, expecting no action at this meeting. The Personnel Committee will decide how to move on this proposal.

**BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**
P. Huyck asked about discussion of items that did not appear on the Agenda. J. White asked that the Board avoid introducing an action item during a Committee report without giving the Board a month to consider. Items can be added to the Agenda by contacting J. White or E. Streit.

B. Hahn referred to a series of articles in the news about Opioids and use of hard drugs in Library restrooms. E. Streit has contacted the FH/FA Police and FH Fire Department who recommend that staff call the Police Department rather than attempt to handle an overdose-type problem. They do not recommend that staff try to address the issue.

B. Largent referenced a memo he had sent to the Board entitled, Discussion Item Confidential. The memo dealt with books worth reading; *Competing in a Connected World* and *Good to Great*.

**ADJOURNMENT**
MOTION by P. Huyck to adjourn the Board Meeting was supported by J. Montgomery.

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

Motion passed.
The Board meeting was adjourned at 9:00 p.m. by President, J. White. The next meeting of the Library Board is scheduled for Thursday, April 11, 2019 at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Beth Rae-O’Donnell, Secretary  
Library Board of Trustees  
BRO:dl