

Farmington Community Library Board of Trustees
Regular Board Meeting - 7:00 p.m. – Ernest E. Sauter Board Room
April 9, 2015

Board Members Present: Bosler, Bush, Doughty, Lazar, Liebold, McLaughlin, O'Malley

Board Members Absent: Moran

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

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 7:15 p.m. by Library Board President, C. Doughty.

PUBLIC COMMENT

There was no public comment.

MINUTES

MOTION by P. O'Malley to approve the Minutes of the February 12, 2015 Board Meeting was supported by B. Lazar. Board approved. Motion passed.

MOTION by G. Bosler to approve the Minutes of the March 12, 2015 Board meeting was supported by P. O'Malley. Board approved. Motion passed.

FINANCIAL

MOTION by C. Liebold to receive and file the corrected Page 2 of the July through December Monthly Expense Reports. Original reports incorrectly reported Annual budget total for Building & Improvements as \$144,000 instead of approved \$304,082. Motion was supported by M. Bush. Board approved. Motion passed.

MOTION by G. Bosler to receive and file the January 2015 Monthly Revenue Report was supported by P. O'Malley. Board approved. Motion passed.

MOTION by G. Bosler to receive and file the February 2015 Monthly Revenue Report was supported by P. O'Malley. Board approved. Motion passed.

OPERATING BILLS

MOTION by P. O'Malley to approve \$434,844.95 of expenditures for check numbers 21459 through 21552 was supported by J. McLaughlin. Board approved. Motion passed.

MOTION by P. O'Malley to approve \$382,663.20 of expenditures for check numbers 21553 through 21635 was supported by M. Bush. Board approved. Motion passed.

CORRESPONDENCE

There was no correspondence to share.

DIRECTOR'S REPORT

The Library will begin debt collection in May but chose to offer an amnesty month and waive fees on overdue or lost materials that are returned during the month of April. Also beginning this month is the ability to automatically renew an item for patrons, up to the maximum renewal, unless there is a hold on it. This would eliminate call-in and/or computer renewal. The patron will receive email confirmation of the renewal.

After discussion with Chris de Bear of Library Designs, new carpeting and replacement of much of the 30 year old seating will be the first improvements at the Farmington Branch. Additional improvements will follow.

The Oakland Bar Association and the Library hosted a Free Legal Clinic. Twelve attorneys met with 33 patrons in 2 ½ hours. They would like to come in the spring and in the fall. Farmington Hills Mayor, Barry Brickner, was one of the twelve attorneys assisting Library patrons.

K. Siegrist was one of 32 librarians chosen by the Public Library Association to attend the Leadership Academy in South Carolina. Kelley described the learning experience and has returned with a project to work to better understand poverty and to work with the under-served in our community. Kelley will be determining what programs would help both within and outside of the Library.

J. Miller and E. Streit attended a Multicultural/Multiracial Committee meeting with the conversation on the Rainbow Recognition Awards Ceremony to be held on April 22, 2015. Community dialogues will be led by Farmington Public School Student Diversity Leaders with the audience taking part in the presentation.

Jill Webb and Jenine Hanna, two Children's Department staff, attended the Annual Spring Institute hosted by the Michigan Library Association. The Spring Institute gives librarians the opportunity to network with other librarians and attend learning sessions.

Adult Services staff visited Mango's weekly staff meeting called "Town Hall". Mango is one of the Library's database vendors. Staff heard about current Mango projects.

The Library Board members are invited to the Volunteer Luncheon on April 16 in the Main Library Auditorium. The Library couldn't function without Volunteers.

Michael Shereda, Technology Specialist, has such enthusiasm and has organized some wonderful programs for the Library. The latest is called Teen Tech Take-Apart which hosted 40 teens interested in taking apart computer-type equipment. We will repeat this program for different ages.

Annette Weiss has been a Librarian at the Library for the past 20+ years and has decided to retire in June. She has set up the Investment Series, orders all New Fiction and serves on the Everyone's Reading Committee.

Amy Greschaw has been a Paraprofessional in the Adult Department for the past two years. She has accepted a position at the Baldwin Library and is leaving in April.

A new Library Assistant will begin in the Circulation Services Department at the end of April.

COMMITTEE REPORTS

Finance Committee

The Finance Committee has no report.

Personnel Committee

The Personnel Committee met prior to the Board Meeting to discuss salary increases, Pay Schedule increases and personnel issues.

After reviewing the Detroit Suburban Librarians Round Table survey, E. Streit will offer a proposal to increase selected position salaries to be more competitive with other area Class VI libraries. The Personnel Committee will look at each position and make a recommendation next meeting.

The Personnel Committee is recommending salary increases of 0% - 3% based on evaluation and performance with an opportunity for a 1% additional increase based on merit.

The Committee also discussed raising the Pay Schedule by 4% at both the beginning and maximum since there has not been a change to the beginning salary in ten years.

MOTION by J. McLaughlin to approve Personnel Committee recommendation on step increase from 0% - 3% as a baseline for evaluations and 1% merit was supported by C. Liebold. Board denied.
Motion was not passed.

A spreadsheet of the range of exact salaries for each position will be created.

MOTION by G. Bosler to increase the salary range on the 2015 – 2016 Pay Schedule by 4% both at the beginning and maximum salary was supported by P. O'Malley. Board approved. Motion passed.

MOTION by J. McLaughlin to award individual salary increases up to 3% based on the staff evaluation with an additional merit increase up to 1% based on extraordinary performance was supported by C. Liebold. Board approved. Motion passed.

The Committee also discussed changing specific part time positions within the Children's Services Department to full time positions based on needs of the Library.

MOTION by G. Bosler to approve two additional positions to be posted and one position expanded giving the Director discretion to create the job descriptions was supported by C. Liebold. Board approved. Motion passed.

Benefits Committee

The Benefits Committee has no report.

UNFINISHED BUSINESS

No Unfinished Business to report.

NEW BUSINESS

E. Streit proposed an update to The Expected Library Behaviors Policy which would include prohibiting smoking and tobacco-like products in the Library, the necessity of wearing shoes in the Library and restricting photography and recording within the Library without approval by Library Supervisors. Anyone taking pictures of Library staff or patrons without their knowledge and consent is prohibited.

The discussion of a smoke-free campus will be added to a future Board Agenda.

MOTION by G. Bosler to approve The Expected Library Behavior Policy as presented was supported by C. Liebold. Board approved. Motion passed.

MOTION by C. Liebold to clarify Library closings, in perpetuity, at 4:00 p.m. on the Wednesday before Thanksgiving, all day for staff in-service on Veteran's Day and give the Director discretion to close early for staff or Library events was supported by J. McLaughlin. Board approved. Motion passed.

The Board agreed to change the June Board Meeting to the third Thursday, June 18, 2015.

MOTION by P. O'Malley to approve the adjustments to the 2014 – 2015 Budget line items as outlined on the spreadsheet was supported by G. Bosler. Board approved. Motion passed.

MOTION by G. Bosler to approve the Proposed Budget to be presented at the Public Hearing at 6:30 p.m. on Thursday, May 14, 2015 was supported by C. Liebold. Board approved. Motion passed.

ADJOURNMENT

The Board meeting was adjourned at 8:50 p.m. by Library Board President, C. Doughty.

The next meeting of the Library Board is scheduled for Thursday, May 14, 2015 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

G. Bosler, Secretary
Library Board of Trustees

GB:dls