

**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**  
**April 12, 2018**  
**Approved as Amended May 10, 2018**

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Board Members Present: Bosler, Brucki, Bush, Huyck, Largent, Liebold, Paul, White

Board Members Absent: None

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

Staff Members Absent: None

Guest Speaker: Coordinator of Technology, Mary Carleton

Public Comment: Richard Lerner Councilmember, City of Farmington Hills  
Vera Lucksted, Farmington Resident

**CALL TO ORDER**

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

President G. Bosler, welcomed the new Board members and suggested each Board member give a brief introduction of themselves.

**APPROVAL OF AGENDA**

**MOTION** by C. Liebold to approve the Agenda for April 12, 2018 as presented, was supported by S. Paul.

**Vote: Aye: Bosler, Brucki, Bush, Huyck, Largent, Liebold, Paul, White**

**Opposed: None**

**Board approved. Motion passed.**

**PUBLIC COMMENT**

Richard Lerner Mayor ProTem, City of Farmington Hills, spoke referring to the appointment process of Board members and the authority given to the Mayor. He stated that the Council does not get involved in Library business and doesn't plan to do that. If the Board has concerns about decisions being made by the Council, Board President G. Bosler and Mayor K. Massey should discuss them.

Mr. Lerner offered the services of the City Attorney, City Clerk, City Finance and Purchasing Department.

Mr. Lerner states that the City Council has one statutory requirement as linked to the Library and that is to appoint one member of the Board for a 4 year term. They do not have anything to do with the operation of the Library, but outlined what they would like to see going forward:

1. A more detailed budget, available in a convenient place for the public to access.

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2. Purchases done through an open bid process that is transparent.
  3. Meticulous compliance with the Open Meetings Act.

Mr. Lerner presented copies of the City of Farmington, City of Farmington Hills and the Farmington Public School budgets and asked if they would be placed in the Library with easy access to the public.

Vera Lucksted, Farmington, states that her family has been members of the Friends of the Library and would like to formally request there be an online option to donate to the Farmington Friends of the Library rather than waiting for an envelope to come in the mail.

President Bosler thanked everyone for coming.

President Bosler responded to Public Comments with clarification of a previous misunderstanding which arose between the Board and the Mayor of Farmington Hills.

As a public entity, the Library cannot avoid controversy. The Library has the responsibility to listen to both sides of an issue and to present them, and did; hours were cut during the recession to balance the budget; the MCMR sponsored speaker during MLK Day at the Library caused controversy; the café was closed because the contract was expired and expectations were not met.

Bosler explained duties and responsibilities of a District Library. The District Library reports to the community and attempts to collaborate with the various other institutions that serve their community.

Bosler commented on financial decisions made over the last ten years regarding wages, pensions, and health care costs.

Bosler stated that he trusts the Farmington Hills Council at its word that it has appointed its two most recent appointees to the Board to enhance the Library and its programs, resources, and services, and welcomes the new appointees and their expertise.

~~President G. Bosler closed Public Comment.~~

Trustee Largent indicated that the written comments had not been distributed to the Board prior to the meeting. President Bosler stated that the Chairman does speak for himself.

Trustee B. Largent was prepared to read his written speech which was previously delivered to both the City of Farmington Council and the City of Farmington Hills Council but was told that Public Comment was closed. B. Largent asked for a motion to close Public Comment and if approved, would not read his speech.

President G. Bosler called for a motion to close Public Comment.

**MOTION** by S. Paul to close this discussion was supported by C. Liebold.

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

**Opposed: Brucki, Largent**

**Abstain: Huyck**

**Board approved. Motion passed.**

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**PRESENTATION BY COORDINATOR OF TECHNOLOGY, MARY CARLETON**

Mary Carleton presented to the Board and highlighted job responsibilities, recent purchases and how these purchases are made.

**APPROVAL OF MINUTES**

**MOTION** by C. Liebold to approve the Minutes of the March 8, 2018 Board Meeting, as amended with changes offered by B. Largent, was supported by J. White.

**MOTION** by B. Largent that in the event, individual Board members request deliverables from staff, that request has to begin at a Board meeting and be followed by a majority vote of the entire Board. Motion was supported by J. White.

Discussion clarified that deliverables will be requested at the Board meeting rather than directly from staff. Some questions can be answered immediately by the Director, while some requests may take research and will take time to prepare and present to Board. However, any official business related to the running of the Library must go through the Board. The Board speaks with one voice and Board action happens at the Board meeting.

Trustee Largent, points out that some information is common knowledge, however, if a Board member had a more involved question, it is important to bring to the Board for a vote.

Trustee Liebold asks that although the spirit behind it is understood, how do we mitigate it so that a Board member does not have to wait for a month to receive an answer?

Trustee Largent states that staff should not be put in a position where they are being tasked by a Board member and requested that the Chairman call the question. Once minutes are approved, this motion can come under New Business.

President Bosler called for a vote to approve the **amended minutes**.

**Vote: Aye: Bosler, Brucki, Bush, Huyck, Largent, Liebold, Paul, White**

**Opposed: None**

**Board approved. Motion passed.**

Discussion continued when Trustee Brucki stated that because of his financial background and as he learns more about the Library Board, he will have questions for clarification and would expect to be able to contact Director, E. Streit for answers.

President Bosler will continue discussion on the above question during New Business.

Director Streit read a page in the Board packet taken from Roberts Rules which says, "Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said."

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Trustee Liebold has suggested one of the top Parliamentarians in the country and a former colleague to give a presentation to the Board on the Open Meetings Act and Roberts Rules. Eleanor A. Siewert is a Professional Registered Parliamentarian.

The discussion will be added to New Business.

**OPERATING BILLS**

**MOTION** by S. Paul to approve Operating Bills for month of March supported by C. Liebold for discussion.

Director Streit pointed out notable expenditures.

**MOTION** by C. Liebold that the Board of Trustees approve the expenditures for check number 24751 through check number 24839 totaling \$440,707.11 of expenses incurred in the month of March 2018. Motion was supported by J. White.

**Vote: Aye: All**  
**Opposed: None**  
**Board approved. Motion passed.**

**FINANCIAL REPORT**

**MOTION** by C. Liebold to receive and file the Monthly Revenue and Expense Report for February 2018, was supported by J. White.

**Vote: Aye: All**  
**Opposed: None**  
**Board approved. Motion passed**

**Budget Proposal**

The budget proposed for the 2018 – 2019 fiscal year was presented at the previous Board meeting and was discussed further. Included was Budget Assumptions for Revenues and Expenses based on historic data.

Director Streit stated that changes were made to the first draft to accommodate Automation and Technology projects in the next Fiscal Year.

**MOTION** by S. Paul to approve to present the final draft of the proposed budget at the public hearing was supported by C. Liebold.

**Vote: Aye: Bosler, Brucki, Bush, Huyck, Largent, Liebold, Paul, White**  
**Opposed: None**  
**Board approved. Motion passed.**

The Public Hearing will be held on May 10, 2018, at 6:30 p.m. in the Conference Room and will be publicized on the Library website and the Observer.

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## **CORRESPONDENCE**

Director E. Streit shared correspondence.

## **FROM THE DIRECTOR**

- The Dr. Seuss party was a success. There were over 200 children who enjoyed hearing Dr. Seuss (Librarian, Josh Schu), read stories to them.
- Food for Fines is in progress. The Library collects nonperishables during the month of April to donate to Gleaners.
- Thirty iPads will soon be circulating as part of the Bosch Grant given through the Farmington Friends of the Library.
- To show appreciation, the Friends of the Library sent a breakfast to Library staff during National Library Week.
- The Farmington Branch will celebrate Earth Day on April 21 by collecting old electronics to recycle.
- The Main Library will host a Human Library. Patrons can check out a real person as a book. Everyone will have a chance to participate on May 12 from 1:00 – 5:00 p.m. at the Main Library.

## **COMMITTEE REPORTS**

### **Finance Committee**

Nothing new to report.

### **Personnel**

Nothing new to report.

## **UNFINISHED BUSINESS**

### **Building Updates**

#### **Community Room –**

Director Streit shared a portion of the Michigan Public Library Trustee Manual which recommends that libraries hire library design consultants who facilitate building projects. The Farmington Community Library has been associated with Library Design Associates since 1972. Streit passed around credentials for the firm. In 2015, the Board gave Streit approval to work with Library Design for ongoing renovations.

Furniture for the new community space has been ordered, and a changed option to the plan should result in a reduction in projected cost.

#### **RFP for Vending –**

Many other libraries have gone to community rooms with vending options. This RFP stipulates the program for providing the bids as well as a relationship with the vendor for service of the machines.

President Bosler asked for a motion to release the RFP for Vending Services.

After discussion, the consensus is that the Building Committee will open bids and make a recommendation to the Board, and the following changes will be made to the RFP:

- Update June 14 to 15 to allow for the decision to be made at the June Board meeting and the letter sent out the following day

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- Change “immediate implementation” to “implementation no later than June 30, 2018”
  - Add a bullet under “Must specifically address” that says the Library assumes no responsibility for damage to machines/vending units

**MOTION** by C. Liebold that we go forward with the RFP with the amendments noted in our discussion. Supported by J. White

**Vote: Aye: All**

**Opposed: None**

**Board approved. Motion passed**

### **Bylaws**

President Bosler, explained that the Board Bylaws Committee has been in the process of updating the Bylaws and have been through several iterations. Bylaws, in compliance with the Open Meetings Act, are ready to have the attorney review.

President Bosler also suggested that the financial guidelines be reviewed by an attorney.

In order to have all Board questions answered, it is suggested that the attorney attend the May Board meeting to present the Bylaws as reviewed. Amendments could be made at that time.

**MOTION** by B. Largent that the Bylaws be presented to the attorney and request we would like them three days before the next Board meeting with the attorney present to discuss the Bylaws at the May meeting. Motion was supported by C. Liebold.

**Vote: Aye: All**

**Opposed: None**

**Board approved. Motion passed.**

Trustee Largent stated at the March meeting that, he put a motion on the table about nonrecurring expenses and Director Streit was going to research other libraries.

Director Streit responded that she is still collecting information and will present a complete document next month.

Trustee Largent explained that the subject is from the last meeting when he had introduced a motion that any non-recurring expenses in excess of \$5,000, the Board would be actively involved with the scope of work, the RFP and the selection process. It was suggested that we find out what other libraries do. This will show up in Unfinished Business.

### **NEW BUSINESS**

#### **Pay Schedule -**

Director Streit presented the proposed Pay Schedule for the Fiscal Year 2018 – 2019 and answered questions to define Librarian I – IV.

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Discussion was held regarding the cost of living, inflation, merit increases, a bonus pool and the library attempting to keep salaries competitive.

**MOTION** by B. Largent to approve a proposed pay schedule increase of 2% across all categories was supported by C. Liebold.

**Vote: Aye: Bosler, Brucki, Bush, Huyck, Largent, White**

**Opposed: None**

**Abstain: Liebold, Paul**

**Board approved. Motion passed.**

**MOTION** by B. Largent to have the Personnel Committee explore a bonus pool for Library staff, was supported by C. Liebold.

Trustee B. Largent stated the benchmark of the bonus pool should be other libraries or other not-for-profit institutions, and report to the Board with a recommendation. It would be by the discretion of the Department Head and/or the Director to award that. It should be an ongoing thing. By limiting raises, we are going to cause a little morale bump, but if the Board lets them know that there is money available for extraordinary performance as defined on their job description, then it takes some of the sting out and it gives us the ability to talk to the tax payers and say we are being financially responsible with your money. We will have to appropriate an amount of money.

**Vote: Aye: Bosler, Brucki, Bush, Huyck, Largent, Liebold, White**

**Opposed: None**

**Abstain: Paul**

**Board approved. Motion passed.**

President G. Bosler re-introduced the discussion of having an attorney present at Board meetings.

**MOTION** by C. Liebold to discuss having an attorney at our Board meetings was supported by J. White.

Director Streit explained that Foster Swift will send an attorney for \$400 per meeting.

Consensus of the Board was to have the attorney to present the Bylaws at one meeting and the financial guidelines at another. After that time, the question will be revisited.

**MOTION** by C. Liebold to withdraw the motion, supported by P. Huyck.

**Vote: Aye**

**Opposed: None**

**Motion is withdrawn.**

#### **Financial Policies –**

Director Streit explained that Foster Swift works with libraries and have templates for bylaws and making financial policies. She has been advised by other attorneys that legal counsel should be present at Library Board meetings.

**MOTION** by J. White to ask an attorney to come to talk to the Board for one meeting for financial guidelines and purchasing guidelines was supported by S. Paul.

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**Vote: Aye: Bosler, Brucki, Bush, Huyck, Largent, Liebold, Paul, White**  
**Opposed: None**  
**Board approved. Motion passed.**

Trustee Liebold suggested a presentation by a registered Parliamentarian at the May meeting. She would present information on the Open Meetings Act, Parliamentary Procedures dealing with minutes and answer questions from the Board.

Trustee Largent agreed but, suggested the presentation as a workshop, independent of the Board meeting.

**MOTION** by J. White to invite Eleanor A. Siewert, to the June 2018 Board meeting for a 6:00 start for a study session before the regular Board meeting. Motion was supported by C. Liebold.

**Vote: Aye: Bosler, Brucki, Bush, Huyck, Largent, Liebold, Paul, White**  
**Opposed: None**  
**Board approved. Motion passed.**

President Bosler will invite the two cities to a meeting with the Library Board. The Library will have a presentation ready, similar to those presented at City Council by the Farmington Hills Fire Department and the Farmington Hills Police Department. Sometime in the month of July may be a good choice. Director Streit will check with both City Councils for availability and present possible dates at the May Board Meeting.

Trustee Largent asked the status of the Strategic Plan. Director Streit responded that after adding appendices it will be complete and posted on the Library web page. It will be available for the Board at the May Board meeting.

Trustee Largent has requested an orientation of the Library now that there is a full Board. Director, E. Streit will arrange to coordinate a date with B. Largent and M. Brucki since P. Huyck has completed his orientation.

#### ADJOURNMENT

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

**Vote: Aye: Bosler, Bush, Brucki, Huyck, Largent, Liebold, Paul, White**  
**Opposed: None**  
**Board approved. Motion passed.**

The Board meeting was adjourned at 10:00 p.m. by President G. Bosler. The next meeting of the Library Board is scheduled for Thursday, May 10, at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

M. Bush, Secretary  
Library Board of Trustees

MB:dls