CALL TO ORDER
The Board Meeting was called to order at 6:05 p.m. by Board President, J. White.

APPROVAL OF AGENDA
MOTION by J. Montgomery to approve the April 11, 2019 Agenda, was supported by C. Zervos.
Vote: Aye: All in favor
     Opposed: None
Motion passed.

PUBLIC COMMENT
FCL Automation Coordinator, Kathie Brown, asked the Board to allow more time to prepare Board requests since the extra work may put pressure on completion of daily work. K. Brown had been a Director at two public libraries, and recognizes the details of the position. She expressed support of E. Streit saying that she has proven herself many times over in performing her job very efficiently.

FCL Head of Children’s at the Main Library, Laura Scott, expressed concern about being approached in public by Board Trustee, B. Largent, regarding a staff evaluation. L. Scott requested that if a Library Board member has a question about a staff evaluation, it be done by appointment in a private space in the presence of a member of the Administration Team and another Library Board Member.

President of the Farmington Friends of the Library, Mary Beth Perrot, spoke on behalf of the Friends Board Members in support of E. Streit. She asked that the letter be filed as part of the 2019 Annual Review of E. Streit. M. Perrot described how E. Streit has grown in five years as Library Director, and has guided the Friends to fund “varied programs, materials and services that address shifting technological and community demands.” M. Perrot states that the Officers and Directors of the Friends fully support and have continuing confidence in Director Streit.
PRESENTATION OF THE DIRECTOR’S REVIEW
The Library Board agreed that the tool used for evaluation is not effective. The Personnel Committee proposes that the Director identify two or three objectives or goals that can be measured and evaluated within six months.

**MOTION** by B. Largent to move all reviews and associated comments to the Personnel Committee for the purpose of developing specific performance goals in cooperation with the Director was supported by M. Brucki.

**Vote:**
- **Aye:** Brucki, Huyck, Largent, Montgomery, White, Zervos
- **Abstain:** Hahn
- **Opposed:** Rae-O’Donnell

Motion passed.

Staff Presentation
Coordinator of Technology, Mary Carleton, presented options to the Board to share documents. Currently, the Board Page is accessible to all Board Members, and includes fiscal year Board meetings with supporting documents going back several fiscal years. The Board page is not available to the public. M. Carleton has created a Documents folder which contains specific Board information, and could also create separate Committee folders. She will check on other freeware as suggested.

APPROVAL OF MINUTES
**MOTION** by J. Montgomery to approve the Minutes of the March 20, 2019 Board Meeting, was supported by B. Rae-O’Donnell.

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

Motion passed.

OPERATING BILLS
**MOTION** by J. Montgomery to approve expenditures for check numbers 25918 through check number 25998, totaling $526,087.12 of expenses was supported by P. Huyck.

**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 February 2019 was supported by C. Zervos.

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

Motion passed.
CORRESPONDENCE
E. Streit shared correspondence received during the past month in email and Library forms, “How are we doing?” Reading the comments from the community is a way to measure what they are thinking about how we are doing.

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

Staff Programs/Events
- Maureen Baugh is the representative for the Everyone’s Reading program. The attendance reached 450 people for this Metro Net sponsored event. Adriana Trigiani stayed to sign books.
- Adulting 101 is part of the Strategic Plan goals aimed at the 13 – 30 age group. The next Adulting 101 program is Green Cleaning.
- Three Harry Potter parties to target different age groups, 10 – 14 years of age, 14 – 18 years of age, and 20 – 70 years of age.

Community Partnerships
- The Library partnered with the Stargazers for the third year to present a telescoping program. Thirty people attended.
- Judy Donlin, Adult Librarian, plans the musical programs. The Library plans the programs in collaboration with Farmington Public Schools. Library gave an honorarium to the musician.
- The Library participates in the 8th grade Mock Interviews each year with the area middle schools. Jaclyn Miller, Main Library Branch Head, and Jim White, Board President assisted students with their interviewing skills.
- Food for Fines is in partnership with Gleaners. Patrons are asked to contribute an item of food to waive a fine. Gleaners will present the food to C.A.R.E.S.

Strategic Plan
- A staff Wi-Fi network was launched which will allow staff to stay connected before the building opens and after closure.

Michigan Legislation
- The Paid Medical Leave Act allows eligible employees to accrue paid medical leave based upon hours of work. As of March 29, 2019, employees who work 25+ hours per week on average receive one hour of paid leave for every 35 hours worked. FCL is already in compliance with this new legislation.
- According to the results of the State Aid Report submitted by the Director in February, the Library will receive two payments equaling $66,000 this year.

Staff Development
- Staff, J. Miller, Jill O’Hara, Gloria Finzel and E. Streit, attended a webinar entitled, “No, the Customer Isn’t Always Right”. It reminded that libraries, in general, may allow too many unwanted behaviors and poor behaviors have consequences.
- E. Streit attended a DSLRT meeting during which the speaker explained the experience and emotional connect with the customer.
Staff Updates

- Automation Coordinator, Kathie Brown, is retiring on May 3, after 20 years at the Library. The Library has hired Kathy McKinney from the Troy Library to become the new Automation Coordinator.
- Payroll/Benefits Specialist, Mary Strauss, is retiring on May 24 after a 27 year career at the Library. Her position has been posted.
- The Festival of the Arts reception will be held on Friday, April 12 to award the Library with the 2019 Nancy Coumoundouros Distinguished Service to the Arts Award. House Democratic Leader for the 37t District, Christine Greig, sent a note of congratulations.

COMMITTEE REPORTS

Community Liaison Committee
Chair Zervos proposes a meeting of the Committee for April 29.

Facilities Committee
Chair Brucki reports that the Board had been copied on Committee updates.

Electrical Panels have been delivered but are awaiting cement work and a date for cut off from DTE.

The emergency lighting at the Main Library and the Farmington Branch must be completed by June 30. The expected cost is $38,530 for both buildings.

The Building Health Assessment is expected to begin in April to identify future needs of the Library buildings.

Finance Committee
The Finance Committee will schedule a meeting for Thursday, April 18 in the Board Room.

The City of Farmington Hills will be contracting with Yeo and Yeo as their auditors; the Farmington Community Library, the City of Farmington and the Court will continue with Plante Moran as their auditors.

Personnel Committee
Chair Montgomery reports that the Personnel Committee will continue talks about benefits. G. Yunker arranged to have a MERS representative contact the Committee to present a better understanding of the HCSP proposed for part time staff.

The proposed 2019 – 2020 Pay Schedule is an additional item on the Personnel Committee agenda.

Strategic Plan Committee
Chair Brucki had previously sent an update to the Board. The Management Advisory Committee reports that items relating to the Strategic Plan are continuously being worked on.

UNFINISHED BUSINESS

J. Montgomery spoke of a request by K. Brown during Public Comment asking for staff to be given more time to complete Board requests, as it creates extra pressure on staff while attempting to complete daily work.
Discussion clarified the requests of the Board Committees and the fact that, as they become familiar with the procedures of the Library, less documentation will be required. Staff has asked that the Board allow time for their requests to be completed, and to be specific when requesting information so staff can prepare the proper document.

J. White presents the idea of a better meeting structure, possibly like the Farmington Public Schools with a study session during the beginning of the month and the Board meeting at the end of the month.

J. Montgomery requested that the “Board” group email should be limited to the eight appointed Board members. E. Streit will ask M. Carleton to remove the Director from the Board email immediately.

NEW BUSINESS
There was no New Business.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS
B. Largent advised that as the Board considers a Bond renewal and additional costs to be incurred by the Library, the Board needs to keep in mind that community taxpayers may also be incurring more costs, as well.

J. White notified the Board that an anti-gun presentation will take place in the Auditorium on Monday evening. It is expected that the speaker will have an armed escort who will stay in the Auditorium. Staff and the Farmington Hills Police have been informed.

Trustees will vote for officers during the June Board Meeting. At that time, J. Montgomery commented that, speaking for herself and a couple of Board members, she will propose that each Board member is limited to participating on two committees.

ADJOURNMENT
MOTION by B. Largent to adjourn the Board Meeting was supported by B. Hahn.

Vote: Aye: All in favor
Opposed: None

Motion passed.

The Board meeting was adjourned at 8:00 p.m. by President, J. White. The next meeting of the Library Board is scheduled for Thursday, May 9, 2019 at 7:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

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

BRO:dls