

Farmington Community Library Board of Trustees
Virtual Special Board Meeting - 6:00 p.m. – May 13, 2021
Held Online Via Zoom
Draft

Board Members Present: White, Hahn, Murphy, Kelly, Stryd, Duron-Willner,

Board Members Absent: Largent

Staff Members Present: Siegrist, Peterson

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:04 p.m. by Board President White.

APPROVAL OF AGENDA

MOTION by Hahn to approve the Agenda for the May 13, 2021 Board meeting, was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Murphy to approve the Minutes of the Regular Board Meeting on April 15, 2021, was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Abstain: Hahn

Motion passed.

MOTION by Hahn to approve the Minutes of the Regular Board Meeting on April 29, & May 5, 2021, was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Abstain: Hahn

Motion passed.

MBM STATUS Report

By: Mary Ellen and Jason Goelde

Last report was on 3/31/21 everything is on schedule; firewalls are in place and operational. Website change is on hold until technology librarian is in place. Office 365 migration took place. A succession plan is in the works.

Plante Moran Report

Report by Kari Shea and Brian Camiller

Budget for current fiscal year needs to be amended.

A budget is meant to be a living document, it is meant to be amended throughout the year. It is created prior to the beginning of a new fiscal year it is done so with a series of assumptions and best guesses based on prior performance conversations throughout the library just to find out what you think is going to happen. The proposed budget for the next fiscal year is ready. There will be a formal budget meeting in June. More details TBA.

OPERATING BILLS

MOTION by Stryd to approve the operating bills, as presented with a grand total of \$221,952.36, was supported by Duron-Willner.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Kelly to receive and file the revenue and expenditures reports for April, was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

CORRESPONDENCE

There were seven correspondence to the Board Trustees from the public.

- Negative towards the board
- Asking for President White's resignation
- Asked why the library was closed when a staff member had covid.
- Concern with elevator not being operational.
- Slowing staff turnover
- Thanked board for listening to concerns and changing format of public comment.
- Ask for FCL to be more efficient by operating as a business would, not as a nonprofit.
- Asking why the library has not expanded services offered.

LIBRARY DIRECTOR'S REPORT

The Interim Director's Report included

- **Updated Library Privacy Act.**
- **Bosch Grant** -On May 3, we found out that we were approved for \$14,047.95 Bosch has supported STEM (Science Technology Engineering Math) education at FCL for many years.
 - This approved grant Improving Lives through Learning will allow us to make two significant purchases for these resources. We will purchase **Boardmaker software package** and iPad, which will enable special needs students to virtually connect and

attend our STEM programs, among other cool things and, **Udemy**. This is an online format like Lynda.com, which has 8,000 video-based courses in business, technology, software, and personal development in addition to language learning. A fun fact, 80% of Fortune 500 companies trust Udemy for employee upskilling

- **Staffing-**
 - Aubrey Franklin, the Technology Librarian resigned effective May 1. Jen Hassell PT Adult Librarian has also resigned.
 - Postings for FT Technology Librarian, FT Adult Librarian, and re-posting for IT Supervisor went out week of May Posting for Substitute Librarians and Assistants went out around April 28.
 - we will hold off on posting for the FT Children’s Librarian until Summer Reading is over.
- **Programming -**
 - Storybook Walk in Heritage Park April 17 – New book reveal “Nest” by Jorey Hurley
 - Battle of the Books April 19 - 26 teams competed, with approximately 110 tweens participating, and at least 60 more people who logged in to watch and cheer and/or were in the background of their tween’s Zoom call cheering them on in person.
 - The Book Bike, full of books to hand out, made its first appearance of the season on May 8 for Outdoor Storytime in the alley by Sunflour Bakehaus. It was also the first day for the Farmer’s Market where it also made an appearance at the opening celebration.
 - Celebrate Asian Pacific American Heritage - In partnership with Asian American Student Union (AASU) of Farmington and North Farmington High Schools, we're celebrating Asian Pacific American Heritage month with stories, movement, and fun family activities. The Polynesian Dancers of Michigan will demonstrate different cultural dances including Hawaiian Hula, Tahit Otea, New Zealand Maori, and Samoan Dance. Activities will include chopstick use lessons, paper lanterns, and much more. The event will be held outdoors in the South parking lot.
 - Seed Display - Seed display in conjunction with Michigan Seed Library's One Seed, One State initiative will be up during the month of May. Seed packets will be at both reference desks, patrons just need to ask for at the information desk.
- **Listening Sessions** -Two Listening Sessions were held as scheduled because people were already registered.
 - Friends Listening Session April 19 What the registrants had questions and comments on were staffing and programming. They also commented on the need for Friends to market themselves better, have a downloadable membership form on the website, and a way to make donations or pay dues online. They also commented on how much they love the program Community Sings in the Zoom format and hope it can continue in a format like that when we come out of the pandemic. They like being able to join in without leaving their home.
 - Parent Listening Session April 26 More staff, more pages Racial justice, mental health programs for kids; kids and parents. Kids feel helpless- what can they do? Calling in people, instead of calling them out - how to. Look at EMBRace through U of M Community members are willing to be involved in cross-promoting/advertising. Allows for opportunities to cross connect. Without in-person programming, parents have not had a chance to connect with other parents. Legends and Libraries - Loves the program but title doesn't describe the program. No one knows what it is. Maybe better advertising. Grouping of ages for programs - would like to see the age span closer

together especially with tweens/teens. Align with schools: 6th-8th grade; 9th-12th grade Get books into the hands of children, especially at the Jon Grant Community Center - Neighborhood House Remind the community what we do with the books that are donated to us.

- **Covid-19 plan**- A plan was drafted by interim director; it includes a checklist of what to do and who to call when an employee has a positive covid-19 test.
- **Actuarial evaluation** -FCL is due for an actuarial evaluation so it is in your report, so it's done through CBIZ, we have to do it every two years and it's for the retirement health care plan.
- **MERS**- mailed correspondence asking if we want them to continue to be the fiduciary, if we do there is no action needed however, if the board wanted to become fiduciary, we needed to let them know by June 18.

Discussion- *Duron-Willner* thanked Interim Director Siegrist for holding an organic listening session and requested she continue to hold them; she stated a lot of great ideas came from them. *Kelly* stated the strategic planning committee discussed the listening sessions, being a main feature of how we gather information from the constituents to form a future strategic plan. Recording or taking good notes will really help us to solidify some themes that are important to our Community, as we look toward the strategic plan.

FRIENDS REPORT

By Stacy Charlesbois

- Stacy is the incoming President of the Friends board.
- Donations are accepted there is a form on FCL's website to download for donating.
- June 24, 2021 there will be a virtual fundraising (GALA) event with Cool 2 Duel.
- Can buy tickets for the Oscar shorts fundraiser event until May 14th.
- Maria Showich Gallup held Storytime at Sunflour Bakehaus Friends were able to get some donations and add their membership.
- Friends are looking to have a table at the Art on the Grand event June 5 & 6.

COMMITTEE REPORTS

Facilities Committee

A report of the Facilities Committee was given by Donald Wrench, he stated fire sensors were replaced. HVAC and boiler systems have been inspected, roof has been inspected and needs some immediate repairs at both buildings that will cost about \$7,750.00. 5/11 backflow water testing was done (we passed). Elevator parts are beginning to arrive. Liberty St. needs a new compressor, also the water meter has a small leak, the building will have to close for repair, may schedule for the end of summer. Chillers at 12 mile will need to be replaced in the fall.

Finance Committee

There was no report from the Finance Committee.

Personnel Committee

There was no report from the Personnel Committee.

Strategic Plan Committee

There was no report from the Strategic Plan Committee.

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

Merritt increase- proposal presented by Interim Director Siegrist. Merit increases have not been given since 2019, there has been a cost-of-living increase in 2020 and 2021 of 2.9%.

Discussion: can get information about how competitive FCL is with libraries in the area. The board would like to see three-year track record of the total budgetary impact of those years, a salary survey with education level will be very helpful.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

- **Kelly-** would like the board to re-evaluate Megan’s motion (at prior meeting) to dissolve committees. The board agreed committees should only meet as needed (decided by board as a whole) and not regularly.
- **Stryd-** thanked Paul Huyck for his hard work, Kelley for tonight’s report. She also thanked Donald, Stacey, the Friends Community, for work and being here and just loving your library coming in and for time spent at these meetings.
- **Murphy-** recited a letter in an effort to clarify and be transparent pertaining to cameras and other comments on Restore Facebook page she encouraged the public to question everything they read.
- **White-**the whole situation with the cameras should have never happened. He also addressed the letter from Largent wrote in response to Friends statement, White stated that was Largent’s view not the view of the board.
- **White-**stated Riti Grover is still on administrative leave, she requested more time before she addresses the board. The board did grant her request, that is all that can be said at this time.

PUBLIC COMMENT

- Jeff P.- stated fantastic meeting and asked the board to censure Bill L. and thanked for the board for posting board packet, he also addressed Murphy for responding to a correspondence with an anonymous encrypted email.
- Joe O -stated this was a good meeting and questioned Largent’s status with the board.
- CM- Michigan public library statistics for all employees and directors, are on the library of Michigan website easy to access. https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855_89735_61707---,00.html she also stated the last few meetings have been productive, great.

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- Citizen- stated this was a good meeting. FCL wages and benefits are middle of the road as far as other libraires in FCL's class.
 - Eric- commended board for professionalism and steps taken the last couple of months.
 - Maru Lou- thanked for professionalism and handling of all these important issues, asked for a budget increase for books and materials.
 - Suzanne- this has been a wonderful board meeting, thanked board and stated things are finally getting back on track.

ADJOURNMENT

MOTION by Duron-Willner, to adjourn the Board Meeting, was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 8:27 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, June 10, 2021 at 6:00 pm. Via zoom.

Respectfully Submitted,

Renee Murphy, Secretary
Library Board of Trustees