

**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**  
**May 10, 2018**  
**Approved June 14, 2018**

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Board Members Present: Bosler, Brucki, Bush, Huyck, Largent, White  
Board Members Absent: None  
Staff Members Present: Miller, Serresseque, Siegrist, Streit, Yunker  
Staff Members Absent: None  
Guest Speaker: Foster Swift Attorney, Lisa Hamameh  
Public Comment: Jim Bezy

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

President Bosler advised the Board that the Bylaws were not ready for review. Therefore, the Agenda will be amended and the Library attorney will present the Open Meetings Act PowerPoint for the Board.

**MOTION** by B. Largent to approve the Amended Agenda for May 10, 2018, was supported by J. White.

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

**Opposed: None**

**Board approved. Motion passed.**

**PUBLIC COMMENT**

Jim Bezy spoke on behalf of his wife, Christine, and himself. As the former Chapter's Café owners, they wanted to state that they did not produce less revenue than past owners, and were in the Library before and after the Library hours to prepare for catering or to clean the café.

**PRESENTATION OF OPEN MEETINGS ACT BY LISA HAMAMEH, LIBRARY ATTORNEY**

Lisa Hamameh, Library Attorney with Foster Swift, offered a PowerPoint presentation to clarify the Open Meetings Act. A yearly review of the Open Meetings Act is recommended. Director Streit will forward the PowerPoint presentation to the Board.

The Board thanked Lisa Hamameh for her presentation.

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**APPROVAL OF MINUTES**

**MOTION** by M. Bush to approve the Minutes of the April 12, 2018 Board Meeting was supported by J. White.

B. Largent asked to remove the sentence that “Bosler closed public comment”.

**MOTION** by B. Largent to amend the April 12, 2018 minutes by striking “Bosler closed public comment” was supported by M. Brucki.

**MOTION** by J. White to approve the April 12, 2018 minutes as amended was supported by B. Largent.

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

**Opposed: None**

**Board approved. Motion passed.**

**OPERATING BILLS**

**MOTION** by J. White to discuss Operating Bills for the month of March was supported by M. Brucki.

**MOTION** by J. White that the Board of Trustees approve the above expenditures for check number 24752 through check number 24921 totaling \$579,133.13 of expenses incurred in the month of April 2018 was supported by M. Bush.

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

**Opposed: None**

**Board approved. Motion passed.**

**FINANCIAL REPORT**

**MOTION** by J. White to receive and file the Monthly Revenue and Expense Report for March 2018, was supported by M. Bush.

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

**Opposed: None**

**Board approved. Motion passed**

**Budget Adjustments for Fiscal Year 2017 - 2018**

**MOTION** by B. Largent to discuss the Budget Line Item Adjustments was supported by M. Bush.

The Library’s Accountant explained that the Library has a line by line budget and each line must balance to the budget. Towards the end of each year, adjustments are made based on whether or not funds have been realized as expected.

**MOTION** by B. Largent to accept the Budget Adjustments for Fiscal Year 2017 – 2018 was supported by P. Huyck.

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

**Opposed: None**

**Board approved. Motion passed.**

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### **Approval of the Budget**

**MOTION** by J. White to approve the Proposed Budget for the Fiscal Year 2018 – 2019 was supported by M. Bush.

Trustee Largent suggested tabling the vote and meet for a Budget Study Workshop before approving the FY Budget for 2018 – 2019. The proposed budget and budget assumptions had been reviewed at the April Board Meeting and approved for presentation at the May Public Hearing, with a vote to follow.

President Bosler agreed with the benefit of a Budget Study Workshop but pointed out that since there was no specific change or increase from past budgets, passing this budget would allow Accounting to close out this fiscal year and begin the new fiscal year.

Trustee Huyck would like to have a better understanding of the budget and its numbers but agrees that it will take some time. Approval of the FY Budget for 2018 – 2019 is reasonable from his perspective and the study workshop will give the Board better understanding and preparation for the next fiscal year budget.

Trustee Largent suggests tabling the vote until he knows how the numbers are put together.

The Board agreed to set up a Budget Discussion Workshop which will give new Board members a greater understanding of how the budget is prepared.

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

**Opposed: Largent**

**Board approved. Motion passed**

### **Lump-Sum Adjustments**

As discussed at the April Board meeting, the Director and the Supervisors have discretion to increase employee salary from 0% to 4%, as long as the amount does not exceed the maximum category on the pay schedule. Trustee Brucki reaffirmed that the individual increase was up to the Director and Supervisor for a salary increase, but the lump sum merit is under discussion.

Director Streit referenced a portion from the Employee Handbook which details pay adjustments once staff has reached the maximum for their job classification. Traditionally, any amount over the maximum was paid as a lump sum adjustment. Trustee Largent stated that the Board is waiting for the Personnel Committee to make recommendations as stated in the motion made at the April Board Meeting.

### **CORRESPONDENCE**

Director Streit shared correspondence.

### **FROM THE DIRECTOR**

- The Volunteer Luncheon sponsored by the Friends of the Library honored a twenty-year volunteer.
- The Multicultural Multiracial Community Council will host the Rainbow Recognition Awards on Wednesday, May 16. Dave Bing, former Mayor of Detroit, will be the Keynote Speaker.

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- The FCL will offer a Human Library on Saturday, May 12. Approximately 13 people may be available to be checked out to tell their specific story.
  - Several staff will attend a TLN Keep Calm – Choose Civility program at the Novi Public Library.
  - The Strategic Plan for 2018 – 2021 has been printed and is available.
  - Graphic Designer, Michael Hnatiuk, has resigned. Interviews for the new Graphic Designer will be held on Tuesday, May 15.
  - Julie Solomon, Outreach Librarian, has retired and Emanuela DeCenso will fill that position.
  - FCL Technology Librarian, Josh Schu, has resigned. His position will be posted.
  - The Friends of the Library GALA will be held on Friday, June 1. The Library will close at 4:00 p.m. on that day to prepare for the event. All Library Board members will receive invitations.
  - Jaclyn Miller, Mary Carleton and Donald Wrench attended a webinar explaining MITN. The Library intends to apply for membership as soon as possible.
  - Clare Membiela, Library of Michigan Legal Consultant, has offered to present a Trustee Workshop. Director Streit will arrange a workshop once a full Board has been appointed.

## **COMMITTEE REPORTS**

### **Finance Committee**

Nothing new to report.

### **Personnel**

Nothing new to report.

## **UNFINISHED BUSINESS**

### **Building Updates**

#### **Security Duress Buttons –**

In 2016, the Library Board had recommended increased security for Library staff. Tyco SimplexGrinnell was chosen after reviewing three bids and presentations.

The four phases suggested by Tyco SimplexGrinnell began with locking all staff doors which would unlock with a key fob. The second phase was an increase in security cameras. The third phase is the duress buttons which will be installed by the end of this fiscal year, June 30, 2018, and the final phase will be the installation of alarms in both buildings.

The Administration door will be replaced since it does not work with the current fobbing system.

#### **Vending Unit Bid Proposals –**

There were two responses to the current RFP for Vending and the deadline is over.

According to the Library Attorney, there is nothing in the statute that governs this Library that would require the Library to go out for bids, so it is all policy and administrative. It is suggested that the Library adopt a policy for the future.

The Library will publish the extension of bids in the newspaper, webpage as the previous RFP. The two companies who submitted bids will be notified that the Vending Proposal has been extended. The Library has also applied to join MITN and will submit the ad if the paperwork process allows.

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**MOTION** by J. White to reopen the bid request for a short time frame until May 31 was supported by P. Huyck.

**Vote: Aye: All**

**Opposed: None**

**Board approved. Motion passed**

**Update on Area Library Expenditure Policies**

Director Streit surveyed members of Metro Net Consortium and DSLRT (Detroit Suburban Roundtable) to share their purchasing guidelines and received a wide variety in their responses. This information will be considered when developing the Library Financial Policy.

The Board discussed the procedure for Trustees to request information from staff. Consensus is that when asking for extensive data which includes a report, the request would be brought before the Board for approval and direction. A question with a quick answer could go through the Director or whomever is chosen to act on it.

**MOTION** by B. Largent that the proper relationship between Board correspondence or communication with staff members be addressed in the Bylaws.

Attorney, Lisa Hamameh, suggested that this could be addressed in an administrative policy for Conducting Meetings. Other policies which should be addressed include a policy on public meetings and public comments.

Director Streit invited the Board to contact her whenever necessary and that she tries to respond as quickly as possible.

Trustee Largent withdrew his motion.

**NEW BUSINESS**

The Budget Study Workshop was revisited with an attempt to schedule. The only request by the Director is that we avoid the week of the Audit in August.

Trustee Huyck suggests getting the Financial Committee established and operating. Background and detail of the finances may not have to go back ten years.

Consensus of the Board to wait until the Library has a full Board and have a study workshop at that time.

**MOTION** by B. Largent to staff immediately, five standing committees: Personnel, Finance, Facility, Outreach and Strategic Plan. Board members can volunteer or be appointed to these committees. Motion was supported by P. Huyck

Trustee Huyck volunteered for the Finance Committee along with Trustee Largent.

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After discussion the Committees stand as:

Facility: Largent, White  
Finance: Huyck, Largent, White  
Outreach: Largent, White  
Personnel: Largent, White  
Strategic Plan: Largent, White

Trustee Largent suggested allowing the committees to organize themselves, select a chair, and then talk with the attorney to put together a temporary framework that can be modified as the committee evolves. A description of each Committee will be created by the individual Committee and must be included in the Library Board Bylaws.

**Vote: Aye: Brucki, Huyck, Largent, White**  
**Opposed: Bosler, Bush**  
**Board approved. Motion passed.**

**MOTION** by B. Largent to review 12 months of legal invoices and all communication between the law firms and the Board was supported by M. Brucki.

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

Trustee Largent made a request that his communication to the Board and his speech to the City Councils be shared with the staff and Friends to clear misunderstandings.

**MOTION** by B. Largent that this communication be shared with the staff and the Friends so that they will understand that I am not a vocal critic of the Library, I am a vocal critic of the past Board of the Library. Motion was supported by J. White.

Attorney, Lisa Hamameh, suggests working together on some type of joint statement that would benefit the Board and demonstrate that the Board is working together and functions as a whole.

Trustee Largent withdrew his motion and accepts the offer of Attorney, Lisa Hamameh.

Comments from Trustees are to move forward as a Library Board.

Trustee Huyck states that having an attorney involved has been positive and the fact that it will cost professional fees may serve the Board well. The Board is anxious to move on.

#### ADJOURNMENT

**MOTION** by M. Brucki to adjourn the Board Meeting was supported by B. Largent.

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

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The Board meeting was adjourned at 9:25 p.m. by President G. Bosler. The next meeting of the Library Board is scheduled for Thursday, June 14, at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

M. Bush, Secretary  
Library Board of Trustees  
MB:dls