

Farmington Community Library Board of Trustees
Regular Board Meeting - 7:00 p.m. – Ernest E. Sauter Board Room
June 18, 2015

Board Members Present: Bosler, Doughty, Lazar, Liebold, McLaughlin
Board Members Absent: Bush, Moran, O'Malley
Staff Members Present: Miller, Serresseque, Siegrist, Streit, Yunker
Staff Members Absent: None
Guests: Tadd Harburn and Dave Helisek from Plante & Moran

CALL TO ORDER

The Board Meeting was called to order at 7:05 p.m. by Library Board President, C. Doughty.

PUBLIC COMMENT

There was no public comment.

PLANTE & MORAN

Tadd Harburn, auditor for the FCL for more than 23 years, announced that he is retiring at the end of June. He introduced Dave Helisek who will take his place as the Plante & Moran auditor working with the Library.

Dave Helisek is a Farmington Hills resident who has worked with Plante & Moran for 26 years. He is currently working at the Ann Arbor office and handles the audits for the W. Bloomfield Public Library, Farmington 47th District Court, SWOCC and others.

On behalf of the Library Board, President C. Doughty thanked Tadd Harburn for his assistance throughout the years and wished him well in his retirement.

MINUTES

MOTION by G. Bosler to approve the Minutes of the May 14, 2015 Board Meeting was supported by B. Lazar. Board approved. Motion passed.

FINANCIAL

MOTION by G. Bosler to receive and file the April 2015 Monthly Revenue Report was supported by C. Liebold. Board approved. Motion passed.

MOTION by B. Lazar that the Board of Trustees amend the 2014 – 2015 Budget in the following respects: Transfer \$10,000 from Account #607450 - Software

\$60,000 from Account #780121 – Technology Upgrade

\$47,000 from Account #507190 – Hospitalization

\$18,000 from Account #507192 – Retiree Health

\$19,000 from Account #909810 – Furniture/Fixtures

\$32,000 from Account #909820 – Equipment

\$40,000 from Account #909830 – Computers

a total of \$226,000 to budget line item #507191 “Other Post-Employment Benefits” for deposit into MERS Retiree Health Funding Vehicle.

I further move to transfer \$11,000 from Social Security budget #507150 to Wages budget #507020; \$700 from Retiree Insurance budget #507192 to Life Insurance budget #507200; \$500 from Social Security budget #507150 to Retirement Fund budget #507220. Motion was supported by C. Liebold. Board approved. Motion passed.

MOTION by B. Lazar to establish a Branch Improvement Fund for the Fiscal Year 2015 – 2016 using \$200,000 from the 2014-2015 Operating Budget which was not spent within the time frame of this current fiscal year. Balance of Budget line item #909740 to be appropriated for creation of a Committed Fund and budget of \$200,000 is intended for furniture and carpet at the Branch. Motion was supported by J. McLaughlin. Board approved. Motion passed.

MOTION by B. Lazar to approve the Final Budget for the Fiscal Year 2015 – 2016 as presented on the Combined Statement of Revenues and Expenditures, on the far right column, was supported by C. Liebold. Board approved. Motion passed.

APPROVAL OF TOTAL TO REPAIR PARKING LOT

MOTION by C. Liebold to accept the ASI quote to do the parking lot repair and patching was supported by G. Bosler. Board approved. Motion passed.

OPERATING BILLS

MOTION by G. Bosler to approve \$713,606.06 of expenditures for check numbers 21738 through 21830 was supported by C. Liebold. Board approved. Motion passed.

CORRESPONDENCE

There was one piece of correspondence to share.

DIRECTOR’S REPORT

The Library now has a bin to collect paper for recycling. The free bin is located in the parking area and is provided by Royal Oak Recycling who will empty it periodically. The Library is paid according to the weight of paper collected.

The Board previously approved funds for new carpeting at the Farmington Branch, both upstairs and downstairs. The main level will have shades of green carpeting and the Children’s Area will have more

colorful carpet. The Library will remain open and installers will carpet a section at a time. The Hall of History will be updated and the mural wall will be removed to create an interactive wall for children.

The Library was well-represented at the Art on the Grand where staff manned an activities booth. The purchase of a Wi-Fi hot spot allowed demonstration of Library resources. Staff will also use the Wi-Fi hot spot at the Library booth at the Farmers Market throughout the summer.

Ray Okonski made his annual donation toward the Teen Creative Writing Contest. He attended the recognition awards party and was impressed with the entries.

The Library has had several staffing changes. Interviews were held for a new Library Assistant for the Circulation Department and we'll be interviewing for a Librarian II, Head of the Adult Department. We expect to post for another Adult Librarian position shortly. One staff member is going on a Leave of Absence due to the health of her husband.

COMMITTEE REPORTS

Finance Committee

The Finance Committee has no report.

Personnel Committee

The Personnel Committee has no report.

Benefits Committee

In the past, the Library worked with MBS who offered health care coverage for retirees and dependents. The Library is currently linked with the City of Farmington Hills health care coverage which is offered to active employees, only.

MOTION by C. Liebold to accept the modification of the language to the Michigan Municipal Employees Retirement System (MERS) of the Library's Employee Handbook with reference to the section of Retiree Health Care Medicare Supplement Coverage, as written and presented to the Board was supported by J. McLaughlin. Board approved. Motion passed.

Summary Plan Description

The following changes are proposed for the current fiscal year Summary Plan Description to comply with the change of insurance:

That this plan covers retirees over the age 65 and eligible for Medicare who have completed 10 consecutive years of employment prior to retirement and contribute to cost. Benistar is available to active, full time staff who participate in Medicare upon retirement and were employed by the Library as full time staff prior to November 2013. Former employees participating in Benistar may be responsible for a co-payment depending upon the number of years of service at the Library. Retiree health care option closed to any employees hired after November 2013. Full time employees hired prior to November 2013 and under the age of 65 and retiring after 10 years of full time service, need to discuss retiree health insurance options with the Director.

The Summary Plan Description will be reviewed at the July 9, 2015 Board Meeting.

UNFINISHED BUSINESS

The Freedom of Information Act Amendment states that the Library must post specific information on our website: procedure and guidelines, fee itemization.

E. Streit will forward the information to the Board members via email in the hope of adopting a new policy at the July meeting.

NEW BUSINESS

None.

ADJOURNMENT

The Board meeting was adjourned at 8:25 p.m. by Library Board President, C. Doughty.

The next meeting of the Library Board is scheduled for Thursday, July 9, 2015 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

G. Bosler, Secretary
Library Board of Trustees

GB:dls