

**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**  
**June 14, 2018**  
**Approved as Amended, July 12, 2018**

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Board Members Present: Brucki, Hahn, Huyck, Largent, Montgomery,  
Rae-O'Donnell, White, Zervos

Board Members Absent: None

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

Staff Members Absent: None

**CALL TO ORDER**

The Board Meeting was called to order at 7:05 p.m. by Treasurer, J. White.

**MOTION** by B. Largent to appoint J. White as Temporary Chair was supported by P. Huyck.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**INTRODUCTION OF NEWLY APPOINTED BOARD TRUSTEES**

The Board members and staff each gave a brief description of their career to introduce themselves to the others on the Board.

**APPROVAL OF AGENDA**

**MOTION** by B. Largent to approve the Agenda for June 14, 2018, was supported by P. Huyck.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**PUBLIC COMMENT**

No Public Comment.

**APPROVAL OF MINUTES**

**MOTION** by B. Largent to approve the Minutes of the May 10, 2018 Board Meeting was supported by M. Brucki.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

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### **OPERATING BILLS**

**MOTION** by P. Huyck to approve expenditures (of expenses incurred in the month of April 2018) was supported by B. Largent.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

The suggestion request to separate the Library expense accounts and Friends expense accounts as separate listings in the future is noted.

### **FINANCIAL REPORT**

**MOTION** by P. Huyck to receive and file the Monthly Revenue and Expense Report for April 2018, was supported by M. Brucki.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

### **CORRESPONDENCE**

There was no correspondence to share.

### **FROM THE DIRECTOR**

- C. Membiela has offered dates to present a Trustee Workshop to the Board. E. Streit will contact the Board via email to determine the most convenient times.
- E. Streit requested jpeg pictures of new Board members and a short biography to be included on the Library's Board page.
- The Friends of the Library hosted the GALA which was attended by over 300 patrons.
- The Sunday musical programs continue to be successful.
- The Human Library attracted 85 readers in a four-hour time span.
- The Summer Reading theme for 2018 is "Libraries Rock". Currently, there are 1,500 patrons enrolled which includes children, teens, adults and English as a Second Language participants.
- Maria Showich-Gallup, Head of Children's Services at the Farmington Branch, showed the movie, "Sound of Music", on an outdoor screen. It was so successful with 80 viewers that this will be on the programming list again.
- The City of Farmington has announced a new concert series called Lunch Beats. The Library will attend with the Book Bike to share with the community.
- The Library is liaison to the Foundation Center and offers classes instructing how and where to obtain grants. There were 30 students enrolled.
- The Library Network (TLN) is our consortium which includes 75 libraries. They are offering movie night using a library card which allows you into the theatre for \$8.00.
- Ten Library staff attended a TLN program on Civility. This program was created in 2009 by a Library in Maryland and our consortium may adopt it. The *Library Expected Behavior Policy* states that anyone associated with the Library, staff, patrons, etc., should exhibit civil and courteous behavior at all times.

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- The Library is continuing with security updates. Staff currently has fobs to enter both buildings, including all staff areas. The next step is the installation of duress buttons which will be installed in 14 areas within the Library and pendants which are mobile.
  - In consideration of patron requests, Automation Coordinator, Kathie Brown, and Technology Coordinator, Mary Carleton are investigating the possibility of e-commerce. Currently, the Library is PCI compliant but not for online payment.
  - The Library has two Children's Para-Professionals retiring within the next two months: Dorothy Donahue-Pheney and Becky Heindl. Together, they have given over 30 years of service to the Library.
  - On Monday, June 18, the Library will welcome new Graphic Designer, Chris Haldane. Michael Hnatiuk resigned recently. During his time here, he submitted two of his designs to the American Library Association PR Xchange Competition, and won.

J. White proposes adding grant writing classes to the slide presentation which may serve as the Library's annual report. The programs in which the Library partners with the school could be included such as Early Literacy, Battle of the Books, One School One Book.

## **COMMITTEE REPORTS**

### **Finance Committee**

J. White reports that the Finance Committee met and has asked for information and education on the structure of the budget. A date will be set for that. Also, the 2005 Bylaws have been in the process of being updated since December. At this time, it is advisable that the Committee begin with a new template. Since the Board approved five committees (Facilities, Finance, Outreach, Personnel, Strategic Plan), all need to be established and included in the updated Bylaws.

### **Personnel**

Nothing new to report.

## **UNFINISHED BUSINESS**

**MOTION** by B. Largent that the Chair entertain volunteers to sit on one or more of these committees was supported by P. Huyck.

Decision to move forward with Unfinished Business and discuss choosing committees during New Business.

In response to the question of where the Bylaws stand at this time, J. White has contacted FosterSwift who has offered a template to use to build new Bylaws. Now with a full Board, it would be helpful to reconstruct a new Ad Hoc Bylaws Committee.

### **Response – 2017 – 2018 Legal Invoices**

E. Streit shared legal invoices from Dykema and FosterSwift.

~~M. Brucki asked also for communication from the attorney to Board members, which includes all emails and other correspondence. This should come directly from the attorney and should include all communication that they have had with the Board.~~ M. Brucki requested that we fulfill on the motion of May 10, 2018 to review 12 months of legal invoices and all communication between law firms and the Board. The motion of May 10, 2018 was made by B. Largent supported by M. Brucki.

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**Building Updates – Vending Unit Bid Proposals**

J. White reports that there were four bids in response to the FCL Lounge Vending RFP. Since there is no longer a Building Committee, J. White reviewed the bids and prepared a document to compare the two bids which stood out. The notable difference between the two was commission. For that reason, it is recommended that the Library approve the bid from Corporate Dining Concepts, which is highly regarded by other libraries also. According to the RFP, this will be a two (2) year contract and either party may end the contract with sixty (60) days written notice. Corporate Dining Concepts offered a change machine and would also handle staff machines.

**MOTION** by B. Largent to accept the contract with Corporate Dining Concepts was supported by C. Zervos.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**NEW BUSINESS**

**Attendance of Legal Counsel at Board Meetings**

With the recommendation of both the City of Farmington and the City of Farmington Hills, the decision to have legal counsel present at Board meetings was considered.

M. Brucki suggests that the Board table the discussion and move forward as a functioning Board. If needs arise in the future, the Board would revisit the discussion.

**MOTION** by B. Largent that we stand up six committees: five standing and one Ad Hoc.

The current standing committees are Facilities, Finance, Outreach, Personnel and Strategic Plan. The Ad Hoc Committee would be the Bylaws Committee.

The Finance Committee currently consists of three members: P. Huyck, B. Largent and J. White. The remaining committees consist of B. Largent and J. White at this time. The Ad Hoc Bylaws Committee consists of J. White.

J. White suggests that the Committees meet, determine their mission, and come back to the Board to report. The task of these Committees is to educate the Board in these areas. Staff will be an important part of these committees.

After discussion the Committees stand as:

Facilities: Brucki, Largent, White  
Finance: Hahn, Huyck, Largent, White  
Outreach: Largent, Montgomery, White, Zervos  
Personnel: Largent, Rae-O'Donnell, White, Zervos  
Strategic Plan: Brucki, Largent, White, Zervos

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**MOTION** by B. Hahn that the five committees establish an initial meeting date and establish their reason for being and come back to the Board with their reason for being at July 12 Board Meeting.

**AMENDMENT** by M. Brucki that each committee comes back with their statement for Bylaws by the next Board meeting was supported by B. Largent.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

The next meeting of the Library Board is on Thursday, July 12, 2018. At that meeting, the Board will elect officers of the Board.

**ADJOURNMENT**

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

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

The Board meeting was adjourned at 9:10 p.m. by J. White. The next meeting of the Library Board is scheduled for Thursday, July 12, 2018 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

J. White, Temporary Chair  
Library Board of Trustees

JW:dls