

Farmington Community Library Board of Trustees
Regular Board Meeting - 7:00 p.m. – Main Library Auditorium
32737 West Twelve Mile Road, Farmington Hills, MI 48334
June 13, 2019

Approved July 11, 2019

Board Members Present:	Brucki, Hahn, Huyck, Largent, Montgomery, White
Board Members Absent:	Rae, Zervos
Staff Members Present:	Miller, Serresseque, Siegrist, Yunker
Staff Members Absent:	None

CALL TO ORDER

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

President White informed the Trustees that Cynthia Zervos has resigned from the Board.

APPROVAL OF AGENDA

MOTION by Brucki to move the Public Comment to number III on the Agenda, Staff Presentation to IV, Conference Call to V, Election of Officers to VI, with everything else subsequent after that. Motion was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

PUBLIC COMMENT

There was no Public Comment.

Staff Presentation – Mary Carleton – People Counters

Mary Carleton, Coordinator of Technology, explained the capabilities of the SenSource People Counter currently being used at the Main Library. SenSource was chosen after reviewing research from other libraries and for quality and compatibility with the Library's existing system. SenSource captures daily statistics and allows preparation of monthly computations.

The Farmington Branch people counter has an IR beam and does not report data to software. Statistics are recorded by hand on a daily basis.

The Board would like to gather as much data as possible to show patterns of use within the Library.

Conference Call with Potential Search Firm

The Board participated in a Skyped presentation with a job search company. John Keister, in his 33rd year conducting executive searches, described the steps his company would take to advertise, evaluate and select candidates to present to the Board. After visits and fact finding with candidates, he would ask them to meet with community leaders, Library Staff and the Library Board. The final steps would include background and reference checks, terms of offer, and transition to the new position.

Mr. Keister will send a proposal with a quote of \$19,500 for the process which he expects it to take 3 ½ to 5 months.

MOTION by Montgomery to get a proposal from Mr. John Keister was supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Bradbury Miller sent a proposal for \$20,000, with a one-year guarantee. They expect a 3 to 4 month search. They offer a less robust search for \$12,000.

MOTION Amended by Largent that the Board will solicit multiple proposals.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Election of Officers

For Office of President:

Huyck nominated White; Hahn nominated Montgomery, who declined.

White asked if all were in favor of keeping the current President.

Vote: Aye: Brucki, Hahn, Huyck, Montgomery, White

Opposed: B. Largent

Motion passed.

For Office of Vice-President:

Hahn nominated Montgomery.

White asked if all were in favor of keeping the current Vice-President.

Vote: Aye: Largent, Brucki, Hahn, Huyck, White

Abstain: Montgomery

Opposed: None

Motion passed.

For the Office of Treasurer:

Hahn nominated Huyck.

White asked if all were in favor of keeping the current Treasurer.

Vote: Aye: Brucki, Hahn, Huyck, Largent, Montgomery, White

Opposed: None

Motion passed.

For the Office of Secretary:

Montgomery nominated Rae.

White asked if all were in favor of keeping the current Secretary.

Vote: Aye: Brucki, Hahn, Huyck, Largent, Montgomery, White

Opposed: None

Motion passed.

For the Fiscal Year 2019 – 2020:

White will retain the position of President

Montgomery will retain the position of Vice-President

Huyck will retain the position of Treasurer

Rae will retain the position of Secretary

Consideration of Committees will be revisited at the next Board meeting.

APPROVAL OF MINUTES

MOTION by Montgomery to approve the Minutes of the May 9, 2019 Board Meeting, was supported by Largent.

Since the Minutes reflect that the Personnel Committee is the only Committee mentioned in the current Library Board Bylaws, updating the Bylaws will be pursued by the Board.

Vote: Aye: All in favor

Opposed: None

Motion passed.

OPERATING BILLS

MOTION by Huyck to approve expenditures for check numbers 20676 issued after the May 2019 Board for \$125,000.00 plus checks 26077 through 26205, totaling \$536,906.96 of expenses was, supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Montgomery to receive and file the Monthly Revenue and Expense Report for April 2019, was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

CORRESPONDENCE

Interim Library Director Miller, shared 14 comment cards. Twelve of the cards specifically complimented staff.

INTERIM LIBRARY DIRECTOR'S REPORT

In addition to the Interim Director's Report, Miller shared the following Library activities:

- The Book Bike has been out twice to Lunch Beats in Riley Park. Patrons could check books out.
- Staff attended the Farmers Market and talked with 210 people.
- Library Board members were present for a photo op with J. Jackson and W. Miller for the flag raising to commemorate the 100th anniversary of the National Suffrage Amendment.
- The State Librarians Excellence Awards nominations are open.
- To see how many people are finding the Library and where, we put an ad in the Farmington Press. People are encouraged to cut it out, bring it in and they will be entered into a drawing for an Amazon card.
- The newly updated Low Vision Services lists the services offered by the Library for the visually impaired.
- The Farmington Hills Cultural Arts Division awarded the FCL for commitment to art in the community. There are two plaques which will be hung where patrons can see them.

COMMITTEE REPORTS

Community Liaison Committee

Board members and Staff attended the event to meet the new Superintendent of Schools. Largent had the opportunity to speak with the new Superintendent and share the Library's relationship with the Farmington Public Schools.

Facilities Committee

Chair Brucki reports that the emergency lighting at both branches has been updated and the electrical panel at the Farmington Branch is complete. The Library will receive a report of the Building Health Assessment mid-July. There is a bid out for new pumps at the Farmington Branch to help keep the Children's Area dry.

The Committee is currently looking at a new or used vehicle for the Library. The recommendation is to purchase rather than lease a new vehicle.

Finance Committee

Chair Huyck will meet with Accounting Manager Yunker, and Interim Library Director Miller, prior to the meetings, to review expenses.

Yunker explained line item adjustments for the current fiscal year.

MOTION by Huyck that the Board of Trustees approve the following additional budget line item adjustments to the 2018 – 2019 Budget, as presented. The motion was supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Personnel Committee

The Personnel Committee discussed the director search in advance of the Skyped presentation.

Accounting Manager Yunker described the health care program offered to full-time staff which replaced the prior health care benefit. Recently, the Working Conditions and Benefits Committee (WCBC) requested the offer be extended to regular part-time staff.

MOTION by Largent that the Board of Trustees approve the implementation of a MERS Health Care Savings Plan for all regular part-time staff members, with an employer contribution of 5% of gross wages, plus a mandatory employee contribution of 3% of gross wages. The plan to begin on June 30, 2019 for the first pay of the new fiscal year. The new plan will have a seven year vesting period identical to the full-time employees plan, plus part-time employees will be given credit for full years already worked at the Library, was supported by Brucki.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Largent that the Board brings in a firm to explain to us the value of an automated time and attendance system and a suite of Human Resource tools, was supported by Brucki.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Strategic Plan Committee

Chair Brucki spoke of a change of format which he will forward to the Committee for review. Brucki will recap the past year to create a summary of accomplishments and updates to share with the Board.

UNFINISHED BUSINESS

Miller reports that the Technology Librarian has created a sample form for the Library Website for staff or members of the public to send messages to the Board. Following discussion, the Board Secretary was designated to be the recipient and will forward messages to all of the Board members. Miller will present a sample form at the next Board meeting for review by the Trustees.

NEW BUSINESS

Hahn will review the language of the 2005 Library Board Bylaws, and use the template prepared by the Michigan Library Association to assist with the update. Hahn will present the draft at the July Board meeting.

Consideration for discussion at the July meeting:

- Consider retention of mission statements for the Committees
- Consider a Board Policy of correspondence and responses to Board inquiries

White reminded the Board that a special meeting to discuss the director search information may be needed before the July 11 Board Meeting. The Board has the option to forgo a July or August meeting in its place, and, does the Board want to consider changing meeting start time to 6:00 p.m.?

MOTION by Brucki to begin all future Regular Board Meetings to 6:00 p.m., was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Miller notified the Board that the Sick Leave Policy language was required to be legally updated. The document was updated by Melvin J. Muskovitz, Attorney, Dykema. The updated policy will be included in the Policy Manual.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

There were no Trustee comments or announcements.

ADJOURNMENT

MOTION by Largent to adjourn the Board Meeting was supported by Montgomery.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 9:45 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, July 11, 2019 at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Jim White, President
Library Board of Trustees

JW:dls