

Farmington Community Library Board of Trustees
Regular Board Meeting - 7:00 p.m. – Ernest E. Sauter Board Room
July 14, 2016

Board Members Present: Bosler, Bush, Lazar, Liebold, McLaughlin, Paul

Board Members Absent: Doughty, O'Malley

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

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 7: 05p.m. by Vice President, J. McLaughlin.

PUBLIC COMMENT

There was no public comment.

MINUTES

MOTION by B. Lazar to approve the Minutes of the June 9, 2016 Board Meeting was supported by G. Bosler. Board approved. Motion passed.

OPERATING BILLS

MOTION by M. Bush to approve expenditures totaling \$635,666.24 for check numbers 22886 through 22987 dated July 14, 2016 was supported by B. Lazar. Board approved. Motion passed.

FINANCIAL

MOTION by G. Bosler to receive and file the May 2016 Monthly Revenue Report was supported by B. Lazar. Board approved. Motion passed.

CORRESPONDENCE

There was no correspondence.

FROM THE DIRECTOR

The Farmington Community Library hosted the annual TLN Picnic at Heritage Park which was attended by 40 Directors and staff. TLN had arranged for a speaker and left time for networking with other Directors.

The Founders Festival began with Kids Day in the Park. Within two hours, about 450 kids and parents enjoyed crafts and toys set out by Library staff. The Friends of the Library Pre-Book Sale began this evening for Friends members, although vendors must join the Friends in order to purchase books. This is the third year the sale has been held indoors at the Farmington Branch.

The Library will march in the Parade again this year using a disco theme. FCL marchers will have new t-shirts with the FCL logo to identify them.

The Summer Reading theme is, "On Your Mark, Get Set . . . Read". More than 2,800 children have already signed up for this annual event. The Summer Reading Party will be held at the Costick Center on Monday, August 1.

The Library sponsors several summer programs planned in all departments including Lunch with Trucks, Kona Ice treats giveaway, Family Fun in Riley Park, LegoRiffic, Minecraft events and Library Olympics. Maria Showich-Gallup, Head of the Children's Department, also developed two programs for the community. She invited participants in a Fitness Challenge to exercise 15 minutes per day for 30 days. She also wanted to give back to the community by asking people to drop off food to benefit Ronald McDonald House and the Farmington Public Schools.

Farmington Branch Head, Kelley Siegrist, is relocating materials from one room to another in order to gain space for popular collections to expand. She and her staff are three quarters of the way to completion.

Young Adult Librarian, Jenny Willard, suggested a Teen Facebook account. The two Young Adult Librarians will monitor the account and the Teen Advisory Board will be posting.

The new phone system has been installed and staff have been offered training sessions. The system offers more functionality than the previous system.

SimplexGrinnell has updated the cameras. The Library had the opportunity to use the new cameras and found them very clear and much improved over the old cameras.

SimplexGrinnell continues to work on fobbing the interior doors and the Receiving Room door to lock down all areas. The Administration door has not been activated. Once the Administration door is activated, fobs will open it for staff, but the patrons must be "buzzed in" by the Office Assistants. The final portion of the security will be installation of the burglar alarms.

Library staff, directed by Head of Adult Services, Jillian Baker, handled three separate incidents in the Library. One incident described by E. Streit led the Board to question the placement of filters on Library computers which could be a consideration.

Pokeman Go is a new game app in which players find Pokemon in different places. There is one by the Friends Mime, another by the creek and another at the downtown Farmington Branch. It is growing at such a rate, that the Library may consider Pokemon programming.

The Farmington Hills Activities Guide includes four pages of Library programs. The Friends of the Library pays for this advertisement and we have noticed an upswing in program attendance since the Library has been included in the Guide.

COMMITTEE REPORTS

Finance

The Finance Committee has no report.

Personnel Committee

The Personnel Committee has no report.

Benefits Committee

The Benefit Committee will coordinate a date to meet before the August 11, 2016 Board Meeting.

UNFINISHED BUSINESS

There is no unfinished business to discuss.

NEW BUSINESS

E. Streit recommends a change in classification and title for Mary Strauss from Office Assistant to Payroll/Benefits Specialist. The job responsibilities for Office Assistant no longer parallel the actual job responsibilities accomplished by Mary Strauss. E. Streit proposes adding the position to the Pay Schedule of Payroll/Benefits Specialist to correspond with these added responsibilities.

The consensus of the Board is to amend the 2016 – 2017 Pay Schedule and to include the new classification of Payroll/Benefits Specialist with the minimum \$35,000 and maximum \$50,000.

ADJOURNMENT

The Board meeting was adjourned at 8:25 p.m. by Library Board Vice President, J. McLaughlin.

The next meeting of the Library Board is scheduled for Thursday, August 11, 2016 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

G. Bosler, Secretary
Library Board of Trustees

GB:dls