

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
July 12, 2018
Approved August 9, 2018

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 7:00 p.m. by J. White, Temporary Chair.

MOTION by P. Huyck to have J. White as Temporary Chair was supported by B. Rae-O'Donnell.

Vote: Aye: All in favor

Opposed: None

Motion passed.

APPROVAL OF AGENDA

MOTION by B. Rae-O'Donnell to approve the Agenda for July 12, 2018, was supported by B. Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

In response to a question about submitting New Business items, E. Streit offered to add new items to the agenda if requests are received by the Friday before the Board meeting.

B. Largent added that if something comes up during a meeting, it should be mentioned during New Business.

ELECTION OF OFFICERS

The Board Trustees were given ballots to write names of nominated Trustees for each office. Once nominations were complete, ballots were marked, gathered and counted.

M. Brucki read from the current Board Bylaws describing the duties of each of the officers.

J. White added that on the Farmington Community Library Board, the President has a vote on all motions.

For Office of President:

M. Brucki nominated B. Largent; J. Montgomery nominated J. White.

Ballots were counted. J. White will be President of the Library Board of Trustees for the Fiscal Year 2018 – 2019.

For Office of Vice-President:

R. Hahn nominated B. Largent; J. Montgomery submitted her name for the ballot.

Ballots were counted. J. Montgomery will be Vice-President of the Library Board of Trustees for the Fiscal Year 2018 – 2019.

For the Office of Treasurer:

B. Largent nominated P. Huyck. J. Montgomery nominated M. Brucki. M. Brucki declined.

P. Huyck will be Treasurer of the Library Board of Trustees for the Fiscal Year 2018 – 2019.

For the Office of Secretary:

R. Hahn nominated B. Rae-O'Donnell.

B. Rae-O'Donnell will be Secretary of the Library Board of Trustees for the Fiscal Year 2018 – 2019.

PUBLIC COMMENT

No Public Comment.

APPROVAL OF MINUTES

MOTION by M. Brucki to approve the Minutes of the June 14, 2018 Board Meeting was supported by B. Largent.

M. Brucki requested the change on page 2 of the minutes from "suggestion to separate the Library expense accounts to request to separate the Library expense accounts".

Also, M. Brucki referred to page 3 of the June minutes. He had requested that a previous motion made on May 10 be fulfilled, so that will include correspondence back to May of 2017. Wording to be included in the June minutes "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."

MOTION by J. Montgomery to approve as amended the Minutes of the June 14, 2018 Board Meeting was supported by C. Zervos.

Vote: Aye: All in favor

Opposed: None

Motion passed.

OPERATING BILLS

MOTION by B. Rae-O'Donnell to approve expenditures for check numbers 25121 through check number 25209 totaling \$487,826.74 of expenses was supported by J. Montgomery.

G. Yunker will provide each Board Trustee with a chart of accounts as requested by P. Huyck.

Vote: Vote: Aye: All in favor
Opposed: None
Motion passed.

M. Brucki has requested a document consisting of the top twenty vendors used by the Library.
G. Yunker will create the document.

FINANCIAL REPORT

MOTION by J. Montgomery to receive and file the Monthly Revenue and Expense Report for May 2018, was supported by B. Rae-O'Donnell.

Vote: Aye: All in favor
Opposed: None
Motion passed.

CORRESPONDENCE

E. Streit shared comments from the Library Suggestion Box.

FROM THE DIRECTOR

- The Detroit News printed an article about the FCL Quilters and their organization.
- The Library manned a craft booth at Art on the Grand which attracts children and parents.
- E. Streit prepared a document containing July Programs at the Library as well as Outreach and Group Visits. The list covered four full pages.
- The Native American Song, Dance and Culture program was held in the Auditorium today. There were 130 parents and children who learned about song, dance and culture through the music and Native American objects displayed for kids.
- Pavilion Story Time was held this morning at Riley Park in Downtown Farmington and Jim Gill presented a program the evening prior. Most programs are funded by Friends of the Library.
- The Library is in the middle of Summer Reading. Over 5,000 hours of reading has been completed and at least 2,600 children have signed up for the popular program.
- Young Adults have signed up for Summer Reading, also. The program for young adults is being rejuvenated as librarians continue to talk to students at schools and to encourage reading.
- Michael Zadoorian will discuss a new book "Beautiful Music" at the Farmington Branch.
- Benihana asked if they could come and demonstrate to kids how to prepare sushi. They made sushi and candy sushi for 25 children. The program was so popular that it will be repeated.
- Detroit Historical Society will present The Year of the Tigers: 1968 in the Auditorium. They will discuss the players, season and Tiger Stadium artifacts.
- Lunch with Trucks always attracts hundreds of children. There is heavy machinery, police and fire trucks for the children to climb on and take pictures.
- The Library has started to attend Wednesday Lunch Beats by bringing the book bike to Riley Park. Bring lunch and listen to a variety of music in the park.
- Sandi Koponen, who works in the Children's Department at the Farmington Branch, and her family, decided to create a Little Free Library. They used a gift card box from their wedding and filled it with books. J. Montgomery also has a Little Free Library at her home.

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- Patrons have been requesting a water bottle refill station. Two were installed at the Main Library and are well used. Two will be installed at the Farmington Branch shortly.
 - A former Librarian Intern will return as a full-time Technology Librarian, and a Technology Page has resigned to accept a full time job with the Royal Oak Public Library. That position has been posted as a part-time Assistant Technology Specialist.
 - Clare Membiela from the Library of Michigan will present a Trustee Workshop in the Board Room on Monday, August 27 from 6:00 p.m. to 9:00 p.m.

B. Largent asked about declining statistics on the monthly output form. Discussion followed regarding the FCL Strategic Plan targeting Young Adults and improved marketing.

E. Streit also mentioned that the Library is becoming better at marketing with the addition of a Graphic Designer. Many people in the community are unaware of what services and programs the Library has to offer.

COMMITTEE REPORTS

Facilities Committee

No report.

Finance Committee

The Finance Committee met twice in the past month and will be requesting a meeting with G. Yunker, Accounting Manager.

P. Huyck reports that the Committee reviewed the budget and the audit from 2017, and it may take a couple of months to digest facts and figures. The Committee is also interested in reviewing internal controls and budgeting. The Committee will meet every month in advance of this meeting and will look at all investments.

Outreach Committee

J. Montgomery reports that the Outreach Committee met to discuss creation of a mission statement which would be based on the Strategic Plan. They identified schools, Optimist Club, Xemplar, COHA, Chamber, and Senior Centers for more outreach.

E. Streit confirmed having Library liaisons with most of these groups and recommended the addition of Library staff on the Outreach, Facilities and Strategic Plan Committees to provide input of current undertakings and events.

Personnel Committee

There was no report from the Personnel Committee.

Newly elected Vice-President, J. Montgomery, serves as the Chair of the Personnel Committee.

Strategic Plan Committee

E. Streit explained that the Library has a MAC (Management Advisory Committee), made up of Librarian II staff. Each Librarian has chosen a part of the Strategic Plan and are actively working on it. The meetings are every two months when updates are shared.

B. Largent requested that those updates be added to the Directors Report.

J. White reminded the Board that all committees should meet and have language describing their committee by the September Board meeting.

UNFINISHED BUSINESS

Response: 2017 – 2018 Legal Invoices

In response to the Motion made at the May Board Meeting, E. Streit provided 12 months of legal invoices and all communication between the law firms and the Board. E. Streit contacted FosterSwift who provided four emails that the firm had sent to the Library Board. Most communication was on the phone. In the past, the Library had contacted Dykema regarding a FOIA request and a personnel related request. There was no correspondence between Dykema and the Board. Copies of invoices and emails will be sent to the Board.

Building Updates

E. Streit shared a letter from Library Design explaining that the complete furniture order had not arrived. However, E. Streit confirmed that the Library will open the lounge area using the existing furniture, as soon as the vending units are installed.

The Library will be invoiced and the bill paid in the next fiscal year.

NEW BUSINESS

Through the years, P. Huyck has been on several committees and always attempts to look at something new to bring back to the community. He shared an article about a conversion station at the Novi Public Library and was glad to hear that FCL has had a conversion station for almost four years with classes offered periodically.

Recently, the ALA (American Library Association) voted to rename its Laura Ingalls Wilder Award as the Children's Literature Legacy Award. The ALSC (Association for Library Service to Children), a division of ALA, states that L. I. "Wilder's legacy includes expressions of stereotypical attitudes inconsistent with ALSC's core values".

Discussion was held after B. Largent brought forth the renaming of the ALSC/ALA Children's Literature Award, formerly known as the Laura Ingalls Wilder Legacy Award.

No motion was made to take a position on this topic.

Board members were reminded to send jpeg and a short bio to E. Streit to include on the public web page. If bios are lengthy, a link will be created with the picture.

ADJOURNMENT

MOTION by B. Largent to adjourn the Board Meeting was supported by R. Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 9:20 p.m. by President, J. White. The next meeting of the Library Board is scheduled for Thursday, August 9, 2018 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Elizabeth Rae-O'Donnell, Secretary
Library Board of Trustees

ERO:dls