Board Members Present: Hahn, Huyck, Largent, Montgomery, White
Board Members Absent: Brucki, Rae-O'Donnell, Zervos
Staff Members Present: Miller, Serresseque, Siegrist, Streit, Yunker
Staff Members Absent: None
Speakers: Jillian Baker, Laura Scott, Jennifer Willard
Guest: Denise Gundle-White

CALL TO ORDER
The Board Meeting was called to order at 7:00 p.m. by Board President, J. White.

APPROVAL OF AGENDA
MOTION by B. Largent to approve the Agenda for August 9, 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 J. Montgomery to approve the Minutes of the July 12, 2018 Board Meeting was supported by P. Huyck.
Vote: Aye: All in favor
Opposed: None
Motion passed.

OPERATING BILLS
MOTION by J. Montgomery to approve expenditures for check numbers 25210 through check number 25279 totaling $417,446.35 of expenses was supported by B. Hahn.
Vote: Aye: All in favor
Opposed: None
Motion passed.
FINANCIAL REPORT

MOTION by B. Largent to receive and file the Preliminary Monthly Revenue and Expense Report for June 2018 was supported by J. Montgomery.

Vote:  Aye: All in favor
       Opposed: None

Motion passed.

The Board packet includes the report of the top vendors paid during the Fiscal Year 2017 – 2018 as requested by M. Brucki and prepared by G. Yunker, Accounting Manager.

CORRESPONDENCE

E. Streit shared an invitation to The Sikh Foundation Heritage Banquet to be held on Friday, September 14, 2018.

FROM THE DIRECTOR

Staff Programs/Events

- Five staff members attended a Disney Seminar for a presentation of Disney’s Approach to Quality Service. Disney’s key Quality Standards, which can be applied to the Library, will be presented during Staff Day.
- The Summer Reading Club concluded with an outdoor party at the Costick Center. There were 1,100 children and parents/caregivers in attendance who enjoyed the festivities.
- Young Adult Librarian, Jennifer Willard, discussed the goal of Attracting a Younger Demographic, Ages 13 – 30, included in the Strategic Plan. Her beginning focus on the younger age group has proven successful 3 ½ years later as she sees that group return as tweens. She is focusing on the tweens to maintain the momentum of older age groups attending programs at the Library.
- Alan Naldrell will visit the Library on August 13 to present his book “Michigan’s C. Harold Wills – The Genius Behind the Model T and Wills Sainte Claire Automobile”.
- Forty Library staff braved the rainy weather and walked in the Founders Festival Parade.
- Upon receipt of a grant and in collaboration with the Library of Michigan, Children’s Librarian, Maria Showich-Gallup, has placed a braille-enhanced StoryWalk on the Farmington Branch grounds. StoryWalk is a way to share outdoor reading by placing laminated pages from children’s books on a wooden stake and installing them along an outdoor path. With the approval of the City of Farmington, StoryWalks could be placed throughout the city.

Community Partnerships

- September is Library Card Sign-up Month. Soon, the FCL will offer a variety of designs on the Library card as a part of the marketing strategy. The FCL will ask The Civic Theater to include an ad promoting Library card sign-up during the rotation of advertisements prior to the movie.

Penal Fines/State Aid Revenue

- The Library received checks for penal fines from Oakland County, the final portion of State Aid, and a dividend check from the Michigan Municipal League, who is the Library’s insurer.

Litigation

- The Library is being represented by Thomas Fleury of Keller Thoma during the current litigation of a former employee. A second litigation may require staff testimony during the proceedings involving a patron who caused damage to Library property.
Staff Changes
- The Library has recently announced the promotion of Sharon Lu, Technology Page, to Assistant Technology Specialist.
- Nancy Prieskorn, Para-Professional in the Children’s Department, is retiring after ten years at the Library.
- Ed Pank, Technology Page, has resigned to accept a full time job in Royal Oak.

Strategic Planning
- J. Willard, YA Librarian, shared the strategy of attracting tweens and younger children to join Summer Reading and to attend programs geared to their age group. Marketing strategy includes social media and flyers. Programs are sponsored by the Friends of the Library.
- The Teen Advisory Board invited the Board to Career Prep Night. Thirty teens have signed up and their Board is searching for representatives in businesses to speak with interested teens.
- Jillian Baker, Head of Adult Services, explained the strategy of attracting the age group of 18 - 30. She will work with librarians to create program and collection ideas. The message to this age group is that the Library has resources and services and is a place where community can connect.
- Laurie Scott, Head of Children’s Services, discussed Marketing and Communication from the Strategic Plan, and the significance of partnering with schools and the business community to reinforce the importance of literacy. Librarians promote through the schools and social media. Parents also receive program information through the Library website.
- E. Streit shared a promotion offered in Traverse City schools. Each person who signed up for Summer Reading was given a tee shirt with the information “sponsored by . . .” on the back of the shirt. It appears to be a great marketing strategy and something to consider for next year.

Denise Gundle-White, a former teacher and librarian, spoke about the appreciation of the students when FCL librarians visit to speak to them about Summer Reading. She thanked the librarians and said that it keeps the students reading throughout the summer, which makes an obvious difference.

COMMITTEE REPORTS
Facilities Committee
E. Streit would like to meet with the Facilities Committee and the Facilities Coordinator, Donald Wrench, to discuss changing the elevator company. There is also an update to the emergency lighting within the Library to be considered.

Finance Committee
P. Huyck complimented G. Yunker, Accounting Manager, for her detailed explanation of the Library budget process. The Committee discussed, among other topics, cash reserves, budget, accounting accrual, and internal controls.

Discussion was held concerning the closing of Harrison and the impact it will have on the Library. B. Largent will refer discussion to the Outreach Committee to consider a joint meeting with councils or representatives of the councils. As part of the Library’s Strategic Plan, there may be opportunities to work with the City while they are developing their plan. Once Harrison is completed, the City will revamp Costick Center to become strictly a senior community center.

E. Streit agrees that rather than a matter of competition, it is a matter of enhancement. She would like to see both entities enhance what each other does and offer something for both.
B. Hahn and the Finance Committee will examine the investment funds to assure that they are invested to gain the maximum return and insure safety. The statute governing investment for surplus funds for political subdivisions references the Investment Policy for the entity. The Committee will review the statute and the FCL Investment Policy to make a determination as to how to proceed.

J. White asked that Committees coordinate requests between Committees rather than ask staff to duplicate requests.

**Outreach Committee**
The Outreach Committee will meet on Friday, August 17 at 1:00 in the Board Room.

**Personnel Committee**
J. Montgomery reports that the Personnel Committee met to define the committee purpose, and agreed on the need to educate themselves on what that meant. The Committee has requested basic budget and salaries; how these salaries compare with libraries with similar population and economic demographics; the need for attention to certain staff members who may be deserving of bonuses this year, above and beyond their annual raises and awareness that the Director’s review is due.

In order to define the mission statement, write Bylaws and make decisions about future policies, the Personnel Committee has requested the following reports from Administration:
- Job descriptions
- Actual salaries for all 225 employees with names redacted
- Comparable salary lists from similar libraries who have similar demographics
- Performance review criteria to understand how job performance is measured
- Examples of actual performance reviews with names redacted
- Prior performance review information for E. Streit

The Personnel Committee is scheduled to meet on Tuesday, August 28, at 7:00 p.m. in the Board Room to review the information provided by Administration.

**Strategic Plan Committee**
J. White reports that the Strategic Plan Committee reviewed the FCL Strategic Plan 2018 - 2021 and would like to discuss it further with E. Streit, J. Miller and K. Siegrist sometime in September.

**UNFINISHED BUSINESS**
There was no Unfinished Business.

**NEW BUSINESS**
B. Largent had two questions:
Who owns the driveway between the Library and the Post Office?

E. Streit responded that the company in the building behind the Library owns the drive and that Facilities Coordinator, Donald Wrench, would contact them about filling the holes.

The second question was concerning the location of the historical artwork that previously hung in the Children’s hallway at the Farmington Branch?
E. Streit responded that it was a group of historical photographs that were incompatible with what is now designated a children’s area. They are currently available in the Library’s Heritage Room. Colorful quilt squares, designed by the former Branch Head of Farmington, are now hanging on one wall of the hallway with artwork with a children’s theme planned for the other wall.

J. White will consider attending sessions at the Michigan Library Association Annual Conference to be held in Novi this year.

**ADJOURNMENT**

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

**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, September 13, 2018 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Jim White, President  
Library Board of Trustees

JW:dls