

Approved October/12/2017 Farmington Community Library Board of
Trustees Regular Board Meeting - 7:00 p.m. – Ernest E.
Sauter Board Room September 14, 2017

Board Members Present: Bosler, Bush, Doughty, Lazar, Liebold, O'Malley, White
Board Members Absent: Paul
Staff Members Present: Miller, Serresseque, Siegrist, Streit, Yunker
Staff Members Absent: None
Present for Public Comment: Michelle Declercq, Dr. Adeshir M. Irani, Regina Ivezic, Irene Katsias,
Rita Musleh, Sue Sil

CALL TO ORDER

The Board Meeting was called to order at 7:10 p.m. by President C. Doughty.

PUBLIC COMMENT

Board President, C. Doughty asked attendees to introduce themselves and state if they are a resident of Farmington or Farmington Hills. He also asked that comments be limited to three minutes per person.

Dr. Adeshir M. Irani, Farmington Hills, comments that he uses the Library to do research and likes to stop into the Café for a snack. There are enough study rooms, he says, and hopes that the Board will listen to citizens and taxpayers and keep the Café open.

Board President C. Doughty thanked him for his comments.

Sue Sil, a Farmington Hills resident, speaks from a student's perspective. She studies long hours and looks for a library that has a café. She would like to keep the Café open.

Rita Musleh, Farmington Hills resident, also studies for several hours and says it is nice to be able to buy a snack. She does not like vending food. The Café owners are a family and it would be a loss to close the Café.

Michelle Declercq, a Farmington Hills resident, comments that it is good to have a study break at the Café where there are happy faces and they care about you.

C. Doughty thanked the residents for their comments.

Regina Ivezic, also from Farmington Hills, says it is more than a Café. The owners care about the students' future and success.

Irene Katsias, a Farmington Hills resident, is a retired paraprofessional who was studying when she had a health issue. The food from the Café rejuvenated her. She says kids need to interact with people to learn people skills, and the people who run the Café are very wonderful people.

C. Doughty thanked each patron as they completed their comments and invited them to stay for the remainder of the meeting.

MINUTES

MOTION by G. Bosler to approve the Minutes of the August 17, 2017 Board Meeting was supported by C. Liebold. Board approved. Motion passed.

OPERATING BILLS

MOTION by P. O'Malley to approve \$472,017.33 of expenditures for check numbers 24150 through 24243 issued on September 14, 2017 was supported by G. Bosler. Board approved. Motion passed.

FINANCIAL

Financials will be reported once the audit is complete.

CORRESPONDENCE

The Director shared four pieces of correspondence which included several comments written by patrons who have enjoyed the musical programs held in the Auditorium.

The Board President shared a letter delivered by Jim and Christine Bezy, owners of the Café, who are asking the Board to reconsider and grant them a two year lease.

FROM THE DIRECTOR

- The Friends of the Library Book Sale raised over \$3,000 and was well-attended.
- The creative Children's Librarians quickly produced a storytime, crafts and other activities to step in for the program performer who did not appear. The patrons appeared to enjoy their time in the Library.
- Ten staff members attended a Library Safety program to help prepare staff to handle incidents. E. Streit shared a recent occurrence in the Children's Department which illustrated the importance of being prepared to handle such situations.
- Library staff will be at the Farmers Market this weekend. Staff are utilizing the book bike as much as possible.
- A new part-time librarian will begin at the Farmington Branch Children's Department next month.
- E. Streit shared an online Citizens Survey in which the Library is mentioned.

E. Streit offered to have staff create a form which would allow patrons to contact the Library Board. The form would ask for the name, email and question or comment. It could be sent to the Director or to the Library Board, using a farmlib account. This possibility will be considered at a later meeting.

E. Streit has asked staff to link the Library Board Agenda and Minutes on the website, retroactive to 2014.

MOTION by P. O'Malley that the Library Board will post the agenda and minutes on our website and will follow the Michigan Public Libraries, General Retention Schedule #17, was supported by C. Liebold. Board approved. Motion passed.

MOTION by P. O'Malley that we follow the Michigan Public Libraries, General Retention Schedule #17, as it relates to the retention of records was supported by J. White. Board approved. Motion passed.

E. Streit shared that she received a FOIA request dated September 14, 2017 in which we are asked for a roster of full and part time staff, work schedules, employee contract for the Director and senior staff, the Employee Handbook and Master Plan.

MOTION by B. Lazar that we refer the FOIA request dated September 14, 2017 to legal counsel for review and an opinion was supported by C. Liebold. Board approved. Motion passed.

E. Streit will respond to the FOIA request within five days. She will discuss the FOIA request with legal counsel.

COMMITTEE REPORTS

Finance Committee

Nothing new to report.

Personnel Committee

The Committee will meet in executive session at the end of the meeting.

Benefits Committee

Nothing new to report.

UNFINISHED BUSINESS

E. Streit reports that the carpeting has been installed and we are ready to move forward with purchasing chairs. We will need to order 151 chairs and re-cover several ottomans. E. Streit requests a formal motion to waive the bid process and to continue working with Library Design to reduce the time it would take to bid each portion of the repurposing and redesign.

The Board discussed the fact that Library Design is recognized across the state for quality, long-lasting library furniture. The company has completed the carpeting at the Main Library as well as the carpeting at the Farmington Branch with good results. However, when discussing moving walls, it is the consensus of the Board that the Library should create a plan.

Normally, to spend \$5,000, the Library needs two Board members to sign the check. When considering spending \$15,000 or more, there would be a request for bid. In this case, the Director has worked with Library Design staff in the past and they are reliable and professional. We work with them on design and they find the people to accomplish the task.

E. Streit proposes a Building Committee of Board members. She will present proposals to the Committee for their input and report any updates as a more specific plan is created. E. Streit proposes that the first step would be to create a community area with vending options, comfortable furniture, open all of the hours that the Library is open. Next would be creating teen space and the last would be to create study rooms in an area of the current Computer Lab.

It is hoped the Café will vacate by September 30, 2017 to allow Library Design to begin proposing designs for the space. The Director will meet with Library Design to share the Board input.

MOTION by J. Bosler to authorize the Director to buy furniture up to, but not to exceed, \$100,000 through Library Design as the sole source and supplier, and waive the requirement to go to bid on these items was supported by M. Bush. Approve: Bosler, Bush, Doughty, Liebold, O'Malley, White
Abstain: Lazar (Conflict of interest)

Board approves. Motion passed.

MOTION by C. Liebold that the Library Board establish a Building Committee made up of three members, G. Bosler, P. O'Malley and J. White, for as long as deemed necessary, an ad hoc committee, for the purpose of working with the Director in connection with building renovation was supported by B. Lazar. Board approved. Motion passed.

The Building Committee will develop a preliminary plan with a budget to present to the Board.

E. Streit and J. Miller will deliver a Notice to Quit to the Bezy's on Friday as well as offer to assist them as they move from the Café.

NEW BUSINESS

Due to the amount of business on the Agenda, the Director suggested tabling talks about Statistics, Strategic Plan and the Building Closures Policy until the next Board meeting.

E. Streit proposes approval of the Dental Optical Policy and Performance Review Policy which were modified with the motion at the previous meeting.

MOTION by G. Bosler to approve the Dental Optical and Performance Review policies for the Employee Handbook, as received, was supported by C. Liebold. Board approved. Motion passed.

C. Doughty and E. Streit will attend a meeting at the City of Farmington Hills City Council during which the Council will discuss the newly revised ordinance. The ordinance describes the rules and regulations for governing all Boards and Commissions. The FCL is governed by our District Library Agreement which makes the Library an independent body. C. Doughty will update the Board at the October meeting.

E. Streit received a request from Dave Boyer, City Manager of Farmington, who requested a line by line budget. He also talked about having a liaison to the Library Board.

G. Bosler made the request that the Board go to Executive Session at 9:25 p.m.

At 9:35 p.m., the session ended with the result of the Board's recommendation for the Director's salary increase and to conduct an annual evaluation at the beginning of each fiscal year.

ADJOURNMENT

The Board meeting was adjourned at 9:50 p.m. by President, Clark Doughty. The next meeting of the Library Board is scheduled for Thursday, October 12, at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

G. Bosler, Secretary
Library Board of Trustees
GB:dls