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
Speakers: Maria Showich-Gallup, Lisa Laesch-Vanstone, Jill Webb

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 September 13, 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 B. Largent to approve the Minutes of the August 9, 2018 Board Meeting was supported by J. Montgomery.
Vote: Aye: All in favor
      Opposed: None
Motion passed.

OPERATING BILLS
MOTION by J. Montgomery to approve expenditures for check number 25280 through check number 25384 totaling $509,430.14 of expenses was supported by B. Largent.
Vote: Vote: Aye: All in favor
      Opposed: None
Motion passed.
FINANCIAL REPORT
MOTION by B. Rae-O’Donnell to receive and file the Monthly Revenue and Expense Report for July 2018 was supported by B. Largent.
Vote:  Aye: All in favor
   Opposed: None
Motion passed.

CORRESPONDENCE
There was no correspondence

FROM THE DIRECTOR
Staff Programs/Events
- Staff continues to add to the festivities for the Annual Star Wars Day. The program attracts adults, teens and children.
- The “August Snow” Book Discussion attracted 34 patrons and author Annie Spence, “Dear Fahrenheit 451: Love and Heartbreak in the Stacks”, signed copies of her books at a program hosted at the Farmington Branch.

Staff Training Opportunities
- Automation Coordinator, Kathie Brown, will attend the Michigan Innovative Users Group (MIUG) conference in Lansing.
- Children’s Librarians, Lisa Laesch-Vanstone, Madeline Lank and Danielle Mazur will attend the NASA@My Library at Bloomfield Township Library.
- Outreach Librarian, Emma DeCenso, is going to Lansing for the Community Engagement Summit.
- Librarian, Sherri Vaughn, will attend the Foundation Center’s Network Days in Austin, Texas.
- Aubrey Franklin, Technology Librarian, will attend the Internet Librarian Conference in Monterey, CA.
- Eight staff will attend the TLN Tech Forum in Bloomfield Township including Technology Specialist, Michael Shereda, who will be presenting again this year. Both Michael and Coordinator of Technology, Mary Carleton, have chaired the Organizing Committee in the past.

Community Partnerships
- Branch Head, J. Miller, spoke of Library resources with parents and staff at the Faxon Language Immersion Academy Parent Night.
- Casual for a Cause (Library’s Friday casual day fundraiser), has collected $3,500 since 2015. The donations have been distributed to local groups.
- Two hundred and seventy five campers came to the Library from the YMCA and enjoyed the STEAM materials purchased with a recent BOSCH Community Fund grant.
- Beth Bruns, Children’s Librarian, is confirming a new literacy initiative at Lanigan Elementary in October.

Staff Changes
- Christopher Nadeau, Circulation Library Assistant, has resigned to begin a new position at the Novi Public Library. Children’s Para-professional, Nancy Prieskorn, will be retiring in November.
- New faces in the Children’s Department are Jennifer McArdle, Linda Mohler and Rebecca Ross.

Plante Moran will be unable to present the FCL audit at the October Board Meeting, but plans to present the completed audit at the November 8, 2018 Board Meeting.
John Chrastka presented *Voter Attitudes about Libraries* at a recent Detroit Suburban Librarians’ Round Table conference. E. Streit attended and felt the information was valuable enough to be considered when the Library requests a millage.

Strategic Plan Update
Children’s Librarians, Maria Showich-Gallup, Jill Webb and Lisa Laesch-Vanstone shared information about Outreach and Community Partnerships in relation to the Strategic Plan.

Maria spoke of the Community Outreach and Partnerships portion of the Strategic Plan and described the ways that the Library provides for our community; Jill Webb explained the Library’s relationship with C.A.R.E.S. Children’s staff delivers books and toys, reading programs, and has plans to apply for grants to expand the services; Lisa Laesch-Vanstone shared stories of the intergenerational program, planned with Emma DeCenso, which included participation between seniors and younger patrons.

Staff was thanked for their informative presentations. It is recommended that staff reference the bullet points on the Strategic Plan and explain how they are being addressed in future presentations.

**COMMITTEE REPORTS**

**Facilities Committee**
M. Brucki volunteered to chair the Facilities and Strategic Plan Committees. There was no objection from the Board. Chairperson names will appear on the Agenda Committee lists.

M. Brucki reports that the Committee met with Facilities Coordinator, Donald Wrench. One of the items discussed was the emergency lighting which is required by the FH Fire Department. D. Wrench has gathered proposals to present to the Committee for review. The Committee will then make recommendations to the Board. A Facilities Committee meeting is confirmed for Thursday, September 20 at 4:00 p.m. in the Board Room.

E. Streit shared D. Wrench’s facilities information report and discussed the current elevator maintenance contract which the Library would like to terminate. B. Hahn will review the contract and offer recommendations for a possible contract termination.

The Facilities Committee will also consider, as priority, the problem of flooding at the Branch and leaks at the Main Library.

**Finance Committee**
P. Huyck requested that copies of the Public Library Financial Management Guide from the Library of Michigan are printed and distributed to each Board member. Copies will be distributed at the October Board meeting.

**Outreach Committee**
C. Zervos reports that the goal of the Outreach Committee is to determine how the Board can facilitate Library outreach and make relationships and connections. They would like to see where they are needed and bring that information to the Board to be addressed if it is not currently being addressed. The Farmington Public School Board was one of the target relationships and it will be discussed at their next meeting.
Committees have the option of creating a mission plan depending upon the formality of the Boards. The benefit would be to clearly define the responsibilities of the individual Committees with all recognizing their responsibility of the Strategic Plan as an ongoing document.

**Personnel Committee**
J. Montgomery reports that the Personnel Committee met and were provided with a large amount of documentation to review. The Committee will meet before the next Board meeting.

The consideration of bonuses and the Director’s review are priority. The Committee would like to compare the Library pay scale with that of other libraries before making a determination. The goal is to bring a recommendation to the Board at the October meeting.

**Strategic Plan Committee**
A Strategic Plan Committee meeting is confirmed for Wednesday, September 19 at 4:30 p.m. in the Board Room. A meeting with staff who worked on the Plan would give background on why and how the plan was developed and then be able to move forward. The Strategic Plan is not a stagnant document and may be adjusted as the Committee moves forward.

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

**NEW BUSINESS**
The 2019 Holiday Schedule was presented to the Library Board for approval. The Schedule is standard to those approved in past years.

**MOTION** by J. Montgomery to approve the 2019 Holiday Schedule was supported by C. Zervos.

**Vote:**  
Aye: All in favor  
Opposed: None

Motion passed.

**ADJOURNMENT**

**MOTION** by B. Largent to adjourn the Board Meeting was supported by M. Brucki.

**Vote:**  
Aye: All in favor  
Opposed: None

Motion passed.

The Board meeting was adjourned at 9:30 p.m. by President, J. White. The next meeting of the Library Board is scheduled for Thursday, October 11, 2018 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Beth Rae-O’Donnell, Secretary  
Library Board of Trustees

BRO:dls