

Farmington Community Library Board of Trustees
Regular Board Meeting - 6:00 p.m. – Main Library Auditorium
32737 West Twelve Mile Road, Farmington Hills, MI 48334
September 12, 2019
Approved October 10, 2019

Board Members Present: Bomarito, Hahn, Huyck, Largent, Montgomery, Rae, White

Board Members Absent: None

Staff Members Present: Miller, Serresseque, Siegrist, Yunker

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:00 p.m. by Board President White.

New Board Trustee, Jessica Bomarito, was appointed to the Library Board by the Farmington City Council. President White welcomed Bomarito to the Library Board on behalf of the Trustees. Bomarito will fill the seat left vacant by Cynthia Zervos.

APPROVAL OF AGENDA

MOTION by Rae to approve the Agenda for the September 12, 2019 Board meeting, was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

PUBLIC COMMENT

There was no public comment.

FACILITIES COMMITTEE REPORT

Facilities Coordinator, Donald Wrench, reported on the Health Assessment Report received recently from JLL. Many of the items listed on the report are works-in-progress or planned within the coming year or two. The larger repairs or replacements described in the Report will be budgeted for the coming years.

Wrench also reports that the fire alarm at the Farmington Branch activates by itself. National Time and Signal estimates \$33,000 to repair.

MOTION by Largent to authorize repair of fire alarm panel system at Farmington for \$33,000 was supported by Montgomery.

Vote: Aye: All in favor

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Largent to approve the Minutes of the August 8, 2019 Regular Board Meeting, was supported by Montgomery.

Vote: Aye: Huyck, Montgomery, White

Abstain: Hahn, Largent

Opposed: None

Motion passed.

OPERATING BILLS

MOTION by Huyck that the Board of Trustees approve expenditures for check numbers 26382 through 26470 totaling \$452,954.39, in addition to the two checks (26380 and 26381) listed as issued after the last Board meeting, totaling \$39,787.95, with a combined total of \$499,287.44, was supported by Montgomery.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Huyck to receive and file the Monthly Budget for July 2019 was supported by Montgomery.

Vote: Aye: All in favor

Opposed: None

Motion passed.

CORRESPONDENCE

Interim Library Director Miller, shared Patron Comments and an invitation to the Sikh Foundation Cultural Center Heritage Banquet on October 20, 2019. Huyck may attend but will confirm with Miller. Miller will draft a letter if none of the Board members are able to attend.

INTERIM LIBRARY DIRECTOR'S REPORT

In addition to the Interim Director's Report, Miller shared the following Library activities:

- Grandparents Day was celebrated at the Sunrise Home by Outreach staff. Thirty participants enjoyed the day.
- Medicare/Medicaid Assistance: One-on-One was a successful program offered September 9 in the Main Library's Heritage Room.
- The Library has an ad running at the Farmington Civic Theatre to encourage people to sign up for library cards during Library card sign-up month.
- Banned Book Week, September 22 – 28, highlights censorship of books and why readers should be able to choose books on their own.

COMMITTEE REPORTS

Community Liaison Committee

No report.

Finance Committee

President White states his misunderstanding regarding the former Director and unused sick time. Hahn is talking to the attorney to establish if anything needs to be done at this time.

Chair Huyck reports that the audit is completed and a draft is being prepared. The auditors are expected to present the audit at the October meeting.

Personnel Committee

President White sent to the Board the website link which was prepared by John Keister from the Director Search firm. White will contact Keister for an update.

Strategic Plan Committee

The Board will postpone a Strategic Plan Committee meeting until the eighth Board member is appointed by the City of Farmington Hills. At that time restructuring of committees will be discussed.

Hahn mentioned that the Board Bylaws do not actually specifically provide for Sub Committees and that we were going to update those. White will send a template draft to Hahn.

UNFINISHED BUSINESS

Miller sent the proposed online Library Contact Form to the Board for review.

MOTION by Montgomery to post the new Contact the Board form on the Board portion of the public website. Motion was supported by Huyck.

Vote: Aye: All in favor

Opposed: None

Motion passed.

Accounting Manager, G. Yunker, reports that the Pay Systems, the Library's current payroll service, is discontinuing their service within 30 days. Yunker and Payroll/Benefits Specialist, Brenda Wilson, are researching alternative services.

Largent asks to be included in any further presentations regarding the time and attendance services being explored by Yunker and Wilson. He also asks to have a representative attend the October Board Meeting to make a short explanation of the possibilities of the time and attendance system.

Yunker spoke with auditors who explained the check signing process was established for internal controls so that the same person is not ordering, approving the invoice, and signing the checks. This decision will wait for the new Director.

NEW BUSINESS

Miller reports that the conveyor system has a computer to run that system which is part of our network. It will need an upgrade at an estimated cost of \$6,000. The FCL Automation Coordinator is currently working on a better deal, but we do need to upgrade the current system to keep secure. Replacing the entire conveyor could cost as much as \$500,000 but the new computer and the recently installed compressor should delay that.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

There were no Trustee comments or announcements.

ADJOURNMENT

MOTION by Bomarito to adjourn the Board Meeting was supported by Huyck.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 7:25 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, October 10, 2019 at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Elizabeth Rae, Secretary
Library Board of Trustees

ER:dls