Approved October 11, 2018

Board Members Present: Brucki, Huyck, Largent, Montgomery, Rae-O’Donnell, White, Zervos

Board Members Absent: Hahn

Staff Members Present: Miller, Serresseque, Streit, Yunker

Staff Members Absent: Siegrist

Speakers: Michael Shereda, Emanuela DeCenso

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 J. Montgomery to approve the Agenda for October 11, 2018 recognizing that Sharon Lu would not be in attendance, was supported by M Brucki.

Vote: Aye: All in favor
      Opposed: None

Motion passed.

PUBLIC COMMENT
No Public Comment.

APPROVAL OF MINUTES
MOTION by B. Rae-O’Donnell to approve the Minutes of the September 13, 2018 Board Meeting was supported by P. Huyck.

Vote: Aye: All in favor
      Opposed: None

Motion passed.

OPERATING BILLS
MOTION by P. Huyck to approve expenditures listed on October 11, 2018 check list was supported by B. Largent.

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

Motion passed.
FINANCIAL REPORT

MOTION by P. Huyck to receive and file the Monthly Revenue and Expense Report for August 2018 was supported by J. Montgomery.

Vote:  Aye: All in favor
       Opposed: None

Motion passed.

CORRESPONDENCE

E. Streit shared six messages of praise for various staff members.

FROM THE DIRECTOR

- Teen Creative Writing Contest Awards Ceremony was attended by 40 young adults and family to honor the winners. Ray Okonski, a benefactor for many years, generously donated for prizes.
- Star Wars Reads Day was attended by over 300 attendees. Activities included a costume contest, movies and photos taken with Star Wars cutout figures.
- ACT vs. SAT: Make the Right Choice program was presented for approximately 20 patrons interested in learning about the web-based program.
- Teens After Hours program gave teens time to play Fortnite on 20 Library iPads. The game is played on servers and promotes teamwork.
- Matthew Ball’s jazz program was attended by over 120 patrons. He promotes the Library and Friends of the Library with each program.
- Aubrey Franklin, Technology Librarian, is attending The Internet Librarian in Monterey, CA. She received $1,600 continuing education stipend from the Library of Michigan.
- Sherri Vaughn, returned from Austin, Texas after attending Network Days arranged by The Foundation Center. She accepted a Certificate of Achievement for the FCL for earning one of the highest Network Achievement Report scores in Michigan in 2017. The Foundation Center awarded a $1,000 stipend for her to attend.
- Approximately ten staff members attending the Michigan Library Association Conference in Novi next week.
- Building update – the rooftop unit #4 at the Main Library is broken and will have to be replaced.

Technology Specialist, Michael Shereda, spoke of his recent presentation at The TLN (The Library Network) Technology Forum 2018. TLN provides shared servers, automation services and support to area libraries.

M. Shereda was Chair of the Technology Committee in 2017 and continues to organize, give presentations and attend monthly meetings. At the Forum this year, there were two tracts of information – one for Tech Specialists and breakout sessions for librarians.

Emma DeCenso, Outreach Services Department, attended a Community Engagement Summit arranged by the Harwood Institute. E. DeCenso also shared photos of the residents of the various facilities who were enjoying the personal attention given by Library staff on their visits. The Library provides books, programs and recently purchased wireless headphones for listening to Library presentations. The Outreach Services Department also delivers books to the homebound.
J. Miller added that many of the ideas and suggestions offered by the Harwood Institute have been instituted by the FCL previously.

COMMITTEE REPORTS

Facilities Committee
Chair Brucki requested that the Facilities Committee be notified immediately when there is an equipment failure.

The Facilities Committee is considering two major issues: one is the emergency lighting at both Library facilities. The second is the electrical issue at the Farmington Branch.

E. Streit reported to the Board that after an inspection by the Fire Marshall, it is not necessary that he approves a plan, but would like to know that we have implemented the improvements and set them in motion. The Library does not have to replace everything with LED. This is not an upgrade, it is a replacement of non-working parts.

The previous quotes for emergency lighting were made after each company representative walked through the building expecting to replace existing emergency lights. After talking with the Fire Marshall, only lights not working need to be replaced. The scope of the work should be determined before requesting additional quotes which include the Farmington Branch.

Regarding the electrical panel at the Farmington Branch, D. Wrench would consider Danboise to complete the work, but after discussion, the quotes will be revised with consideration of the three existing vendors. The quote may also be posted on MITN.

Chair Brucki says that the Facilities Committee should be ready for a recommendation to allocate the budget toward the emergency lighting at both facilities as well as the electrical issue at the Farmington Branch.

D. Wrench has recommended an implementation plan: what to do first, lifespan of certain elements and multi-year plan, and has received quotes from local companies for a facilities assessment of each building. B. Largent proposes posting on MITN and M. Brucki suggests checking into the NIPA Consortium. The Library belongs to NIPA and the City of Farmington Hills also utilizes NIPA.

Kudos to Elyse and Jaclyn for coordinating with the Fire Marshall.

Finance Committee
Chair Huyck stated that the audit will be presented at the November Board meeting. He met with E. Streit and G. Yunker to clarify the subject of cash reserves, and asked G. Yunker to recap for the Board. G. Yunker explained the audit process with a detailed explanation of the Preliminary June Revenue and Expense Report including assigned funds, unassigned funds, restricted funds, Endowment Fund, and Capital Reserve Fund.

Outreach Committee
Chair Zervos reports that although a mission has not been created, they had considered what librarians are already doing and may make the Outreach Committee more of a special project. If there was a need
for the Committee to intervene or to help, the Committee would help, but it is recognized that this important part of the Strategic Plan is already emphasized by the librarians and the staff.

**Personnel Committee**
Chair Montgomery reports that the Personnel Committee will schedule a meeting.

**Strategic Plan Committee**
Chair Brucki reports that the Committee met and looked at the actual Strategic Plan and being able to boil down into a dashboard or “at a glance” so it is clear. As people talked, the Board could see where it fits in the Strategic Plan.

E. Streit explained that the Management Advisory Committee, which is made up of Librarian II (full-time and in their position for at least two years) and above, have been responsible for working on the Strategic Plan. MAC works on several projects, but has focused on the Strategic Plan. Staff and community identified Technology Literacy, Marketing and Communication, Attracting a Younger Demographic, and Outreach to focus on the current Strategic Plan.

**UNFINISHED BUSINESS**
There was no unfinished business.

**NEW BUSINESS**
B. Largent referred to a notification he received by Farmington Hills City Manager, Dave Boyer, who has requested a meeting with the City Council. The City Council would like to meet with the Library Board and will want to see the Library budget.

M. Brucki requested that the Library Board be advised of incidents within the Library that are pending in court. The Board should be advised of any case that rises to the level of subpoena of staff.

Request by M. Brucki, that although the staff presentations have been very informative, it would have been helpful for the speaker to link their presentation to the Strategic Plan.

**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 8:45 p.m. by President, J. White. The next meeting of the Library Board is scheduled for Thursday, November 8, 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