

Farmington Community Library Board of Trustees
Regular Board Meeting - 6:00 p.m. – Ernest E. Sauter Board Room
32737 West Twelve Mile Road, Farmington Hills, MI 48334
October 10, 2019
Approved November 14, 2019

Board Members Present: Bomarito, Hahn, Huyck, Largent, Montgomery, Murphy, 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.

Renee Murphy, was appointed as a Library Board Trustee by the Farmington Hills City Council. President White welcomed Murphy to the Board on behalf of the Trustees. Murphy will fill the seat left vacant by Mark Brucki.

APPROVAL OF AGENDA

MOTION by Huyck to approve the Agenda for the October 10, 2019 Board meeting, was supported by Rae.

Vote: Aye: All in favor

Opposed: None

Motion passed.

PUBLIC COMMENT

There was no public comment.

INTRODUCTION TO CHILDREN'S DEPARTMENT HEAD

The Head of the Children's Services Department, Kristel Sexton, introduced herself to the Board Trustees. She had worked with young people at the Ypsilanti District Library for the previous seven years and is enjoying the Farmington/Farmington Hills community.

PRESENTATION OF TIME AND ATTENDANCE SYSTEM

Seth Erskine, Major Account District Manager with ADP, presented options of Time and Attendance module capabilities. Rather than paper time sheets, staff will report in and out at their computer or a designated PC. Supervisors will approve staff entries. The module is capable of producing a variety of custom reports with the information entered.

Systems had been previously reviewed and evaluated by Miller, Yunker and several supervisors. Yunker was able to negotiate with ADP for a locked-in price for 18 months and a lifetime 60% discount. There is a 30 days' notice to cancel.

MOTION by Largent to authorize staff to move forward with ADP Payroll, Time and Attendance and Flock was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Largent to approve the Minutes of the September 12, 2019 Regular Board Meeting, was supported by Huyck.

Vote: Aye: Bomarito, Hahn, Huyck, Largent, Montgomery, Rae, White

Abstain: Murphy

Opposed: None

Motion passed.

CORRESPONDENCE

White responded to the first message received on the new Board email. A patron does not like being reminded of the amount of money he or she has saved by using the Library on the checkout receipt.

Miller shared several positive comment cards and a request that patrons be notified prior to having their Library card expire. Also shared, was a comment from a retired employee stating that the Library Board needs to appreciate longevity. The employee had reached the top of the pay scale which she says would go no higher this year. Montgomery responded that no one reached the top of the pay scale without receiving at least a 2% increase.

INTERIM LIBRARY DIRECTOR'S REPORT

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

- Two staff members attended the Michigan Public Relations Group Unconference at the Library of Michigan where they discussed social media practices.
- "Ask a Lawyer" program attracted 17 patrons for a one-on-one talk regarding legal issues.
- Author, Amberrose Hammond, presented Spooky Michigan to 50 patrons.
- One hundred seventy eight participants of "1000 Books Before Kindergarten" enjoyed "Fun on the Farm" story time and a petting farm.
- Facilities Coordinator, Donald Wrench, suggested a cost-saving way to divert water from the new transformer pad at the Farmington Branch.
- Staff represented the Library at the Wellness Fair held at the Costick. There were 137 adults who participated.
- Two staff participated in the Pumpkin Fest at Tollgate, and four staff attended the Call to Action Breakfast.
- Star Wars Reads is generally well attended. Again this year, the program attracted over 250 people.

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- The Friends of the Library responded to the staff “wish list” by committing \$90,000 for Library programs and resources. They hope to add to that contribution in 2020.
 - Two librarians received Continuing Education Grants from the Library of Michigan; one for ALA (American Library Association) and one for a PLA (Public Library Association) Conferences.
 - Macmillan Publishers announced that they will put an eight-week purchase embargo on eBook titles and eBook formats. The Library will notify patrons that this is a publisher embargo and not a Library decision.

PRESENTATION OF AUDIT FOR YEAR ENDING JUNE 30, 2019

Dave Helisek and Shawana Jackson, Auditors representing Plante Moran, presented the FCL Audit for the year ending June 30, 2019.

Helisek stated that once again, the Library has received an unmodified opinion as a result of the recent audit. The unmodified opinion is the highest level of assurance given.

Jackson reviewed the graphs showing the FCL General Fund Revenue, Expenditures and Comparison of General Fund Balance for Year Ended June 30, 2019.

MOTION BY Huyck to receive and file the Final Monthly Expense Report for June 2019 was supported by Montgomery.

Vote: Aye: All in favor

Opposed: None

Motion passed.

OPERATING BILLS

MOTION by Huyck that the Board of Trustees approve expenditures for check numbers 26471 through 26562, totaling \$575,111.23, which includes three payrolls, was supported by Montgomery.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Montgomery to receive and file the Monthly Budget for August 2019, was supported by Rae.

Vote: Aye: All in favor

Opposed: None

Motion passed.

COMMITTEE REPORTS

President White explained the current five Board committees and the need to readjust membership on those committees. At the November Board Meeting, Trustees will discuss restructuring.

Facilities Committee

Miller reports that the cost of the generator needed to run the sump pumps has increased slightly, but the Library will move forward with the installation, as planned.

Donald contacted JLL to find out if they had information on the lifespan on mechanics.

Finance Committee

Chair Huyck was in contact with Shawana Jackson, auditor from Plante Moran, to be assured that the audit would be ready by the October Board meeting.

Community Liaison Committee

No report.

Personnel Committee

Chair Montgomery spoke with John Keister who is heading the Director search. He currently has three candidates to recommend; one from California; one from West Virginia; and one from the metro Detroit area. The Board discussed plans to proceed with candidate interviews and that staff will meet the candidates, also. The Personnel Committee will set a date to skype with John Keister.

Miller offered options for posting the Director position on several listservs in Michigan.

Strategic Plan Committee

No report.

UNFINISHED BUSINESS

White will contact Clare Membiela, Library of Michigan, to schedule a presentation to the Board clarifying and training on the regulations of the Open Meetings Act.

Montgomery briefly explained the history of the Board Committees. Prior to the restructuring of the Committees, parameters should be in place for each Committee.

MOTION by Montgomery that Board Trustees are expected to participate on at least one Committee; each Trustee is limited to participation on two Committees; each Committee is limited to no more than four Trustees or a quorum. The motion was supported by Rae.

Vote: Aye: Bomarito, Hahn, Huyck, Montgomery, Murphy, Rae, White
Opposed: Largent

Motion passed.

White explained that the current Bylaws state that the President is ad hoc member of every Committee. The Vice-President is Chair of the Personnel Committee and the Treasurer is Chair of the Finance Committee.

Hahn has reviewed proposed revisions of the previous Bylaws which need to be supplemented. Hahn will provide a draft of the Bylaws for Board approval at the December meeting.

Hahn reports meeting the attorney of former Director, Elyse Streit. Hahn read, a "Proclamation" and an "Addendum to Severance Agreement and Release of Claims" document which is attached to these Board Minutes. A motion was made, after discussion and explanation, of the action required by the Library and by the Board President.

MOTION by Hahn that the Board approve to accept this Addendum and Proclamation and that the Board authorize the President to sign, was supported by Huyck.

Vote: Aye: Bomarito, Hahn, Huyck, Montgomery, Rae, White

Abstain: Murphy

Opposed: Largent

Motion passed.

NEW BUSINESS

There was no new business.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

There were no Trustee comments or announcements.

ADJOURNMENT

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

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 8:50 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, November 14, 2019 at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Elizabeth Rae, Secretary
Library Board of Trustees

ER:dls

Exhibit A attached.

ADDENDUM TO SEVERANCE AGREEMENT AND RELEASE OF CLAIMS

A Severance Agreement and Release of Claims ("Agreement") was entered into by the parties and signed by Elyse Streit ("Streit") on June 21, 2019 and by the President of Farmington Community Library ("FCL") on July 12, 2019.

After execution of the Agreement, FCL erroneously sent to Streit a check in the gross amount of \$16,978.30, with a net payable to Streit of \$11,082.51.

The parties, desiring to correct the error and fully and finally resolve this matter, hereby agree to this Addendum:

1. Streit shall promptly repay to FCL the net amount of \$11,082.51.
2. FCL shall take necessary action and/or process appropriate forms for reversal of taxes taken out.
3. FCL shall provide Streit with a corrected, amended or reissued final wage statement that does not reflect the erroneous \$16,978.30 payment.
4. FCL shall ensure that the form W-2 issued to Streit matches the corrected final wage statement.
5. FCL will indemnify Streit for any penalties or losses incurred by Streit for having initially reported to the Social Security Administration her wages that included the \$16,978.30 payout.
6. FCL shall, by proclamation at the October 10, 2019 board meeting, a copy of which is attached as Exhibit A, retract and indicate non-support of public comments made by a board member concerning Streit during the board meeting held on June 11, 2019.

JULY (RSH)

Acknowledged and Agreed:

Dated: 10/16/2019 Elyse Streit
ELYSE STREIT:
Dated: 10-10-2019 By: James B White
FARMINGTON COMMUNITY LIBRARY:
Its: Board President

PROCLAMATION

Effective May 2, 2019, Elyse Streit resigned from her position as Director of the Farmington Community Library.

Following her resignation, Ms. Streit and the Farmington Community Board of Trustees reached agreement on a severance agreement providing for, among other things, enhanced retirement benefits.

The Board of Trustees approved the severance agreement at its meeting on July 11, 2019. During discussion of the motion to approve the severance agreement, one board member made negative comments concerning Ms. Streit's employment as Director of the Farmington Community Library, which Streit considers disparaging. Following expression of those statements, the Board of Trustees voted 5 to 1 to approve the severance agreement. Ms. Streit has objected to and denies the statements made by the board member during the July 11 meeting.

The Farmington Community Board of Trustees does not support and hereby retracts the comments made by the board member during the July 11 meeting concerning Ms. Streit. The Board of Trustees further specifically acknowledges its commitments made in the severance agreement with Ms. Streit, including the parties' agreement to refrain from disparaging each other to third parties or making statements intended to diminish the other party's reputation or interests.

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