

Farmington Community Library Board of Trustees
Regular Board Meeting - 7:00 p.m. – Ernest E. Sauter Board Room
November 10, 2016

Board Members Present: Bosler, Bush, Doughty, Lazar, Liebold, McLaughlin, O'Malley, Paul

Board Members Absent: None

Staff Members Present: Serresseque, Siegrist, Streit, Yunker

Staff Members Absent: Miller

Guests: Plante & Moran Auditors, Dave Helisek and Kari Shea

CALL TO ORDER

The Board Meeting was called to order at 7: 00 p.m. by President C. Doughty.

PUBLIC COMMENT

There was no public comment.

PRESENTATION OF AUDIT

Dave Helisek presented the Independent Auditor's Report for the year ending June 30, 2016 giving the opinion of "unmodified" as highest level of assurance.

For the first time, we will see GASB 68 represented on the audit and the financial statements.

Kari Shea presented the graph tables to show General Fund Revenue, General Fund Expenditures and Comparison of General Fund Balance.

The Board received assurance that the Library has a healthy, unassigned fund balance.

Kari Shea commended G. Yunker and team for a very well prepared audit.

C. Liebold applauded G. Yunker and team for the audit.

MINUTES

MOTION by G. Bosler to approve the Minutes of the October 13, 2016 Board Meeting was supported by P. O'Malley. Board approved. Motion passed.

OPERATING BILLS

MOTION by P. O'Malley to approve expenditures totaling \$384,536.77 for check numbers 23221 through 23282 dated November 10, 2016 was supported by G. Bosler. Board approved. Motion passed.

FINANCIAL

MOTION by G. Bosler to receive and file the September 2016 Monthly Revenue Report was supported by P. O'Malley. Board approved. Motion passed.

CORRESPONDENCE

There was no correspondence to share.

FROM THE DIRECTOR

- The "1,000 Books before Kindergarten" literacy program began on October 15. Within two weeks, 300 had signed up and 1,600 books had been read. Tote bags were ordered as prizes for reading the first 100 books. The original printing of the bags was not up to standards and will be donated to Sweet Dreamzzz and other charities. A new shipment is expected in November.
- The 4th Annual Star Wars Reads Day attracted 230 patrons. Among the activities were a costume contest, build-a-droid station and light saber training. The program was sponsored by the Friends of the Library.
- FCL staff visited nine elementary schools, two middle schools and two high schools during parent/teacher conference days to distribute packets of library information describing resources available. Staff members reached 750 students and issued over 100 library cards.
- Cindy Zervos, Media Coordinator, thanked the librarians for attending these conferences. Parent comments included: "They were helpful and friendly and show that they care about our kids and it was so nice to get a library card on the spot." "I forgot about the jewel we have in our community."
- Walgreen's offered flu shots for staff. Twelve staff members accepted the offer.
- Casual for a Cause collected \$300 which went to Battle of the Middles, a basketball game between teachers and administrators. All proceeds will go to the Goodfellows.
- THE MLA conference was attended by five staff members.
- Maria Showich-Gallup, Head of Children's, attended MAME (Michigan Association for Media Education) workshop. There is a concern of the lack of media specialists in our schools. The Every Student Succeeds Act passed and gave media specialists hope that there will be more trained staff placed in the schools.
- Patricia Ballard attended a Special Needs Roundtable Seminar in Sterling Heights.
- Staff is busy preparing for Staff Day. Along with two keynote speakers, there will be break-out sessions: Yoga, Stress Management, Active Shooter Tips, Readers Advisory, AED, and information about Library Resources. After lunch, the Bake-Off winners will be announced.

COMMITTEE REPORTS

Finance

The Finance Committee has no report.

Personnel Committee

The Personnel Committee has no report.

Benefits Committee

The Benefits Committee has no report.

UNFINISHED BUSINESS

The Medical Health Care Savings Plan was introduced to staff at meetings held in the Auditorium. The MERS representative distributed informational flyers and booklets, explained the plan and answered questions from each of the groups. The questions and answers were compiled to include nine pages of Frequently Asked Questions. Staff was given a deadline of December 1 to enroll in the plan.

E. Streit read a letter from a staff member thanking the Board, the Director and the Accountant for the research involved and the thoughtfulness to offer this plan.

MOTION by J. McLaughlin to approve the MERS Health Care Savings Program Uniform Resolution as presented to the Board was supported by M. Bush. Board approved. Motion passed.

MOTION by J. McLaughlin to approve the Summary Plan Description as amended to include the new Medical Savings Plan for active full-time employees and other modifications as presented was supported by B. Lazar. Board approved. Motion passed.

NEW BUSINESS

E. Streit presented the proposed 2017 Holiday Schedule.

MOTION by G. Bosler to approve the 2017 Holiday Schedule as presented was supported by S. Paul.

G. Bosler amended the motion to include C. Liebold's addition to close the Library at 3:00 p.m. on the day before Thanksgiving for the year 2017 which was supported by P. O'Malley. Board approved. Motion passed.

ADJOURNMENT

The Board meeting was adjourned at 8:40 p.m. by Library Board President, C. Doughty.

The next meeting of the Library Board is scheduled for Thursday, December 8, 2016 at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

G. Bosler, Secretary
Library Board of Trustees

GB:dls