

**Approved January 11, 2018**  
**Farmington Community Library Board of Trustees**  
**Regular Board Meeting - 7:00 p.m. – Ernest E. Sauter Board Room**  
**32737 West Twelve Mile Road, Farmington Hills, MI 48334**  
**November 9, 2017**

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

Board Members Absent: Doughty

Staff Members Present: Miller, Serresseque, Siegrist, Streit

Staff Members Absent: Yunker

**CALL TO ORDER**

The Board Meeting was called to order at 7:10 p.m. by Vice-President B. Lazar.

**APPROVAL OF AGENDA**

**MOTION** by G. Bosler to approve the Agenda for November 9, 2017 as presented was supported by P. O'Malley. Board approved. Motion passed.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

**MOTION** by G. Bosler to approve the Minutes of the October 12, 2017 Board Meeting was supported by J. White. Board approved. Motion passed.

**OPERATING BILLS**

**MOTION** by P. O'Malley to approve the expenditures for check numbers 24332 through check number 24418 totaling \$561,152.63 issued for expenditures on November 9, 2017 was supported by J. White. Board approved. Motion passed.

**FINANCIAL REPORTS**

**MOTION** by G. Bosler to receive and file the Monthly Revenue and Expense Report for September 2017 was supported by P. O'Malley. Board approved. Motion passed.

**CORRESPONDENCE**

The Director had three pieces of correspondence to share with the Board.

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## **FROM THE DIRECTOR**

- Halloween events were very successful. The e-blast helped with registration and there will be another e-blast for holiday and music programs.
- The 1,000 Books before Kindergarten program currently has over 1,000 kids signed up for 1,000 Books and 58 have completed the program. The Children's Services Department will continue to offer related activities.
- Nathalie Nordan, a Library Page, dressed as Pout-Pout Fish for Children's programs at both branches. Over 150 patrons enjoyed the program.
- Adult Librarian, Josh Schu, offered a successful program on survival with 30 patrons in attendance. This could become a series.
- Grants Librarian, Sherri Vaughn, presented programs to students at WSU, Wayne Community College, Salem South Lyon Library, and other organizations. She received a Certificate of Achievement from the Foundation Center. The FCL is one of the few libraries with a Grants Librarian and appropriate databases.
- E. Streit volunteered at the Costick Center where a community Thanksgiving was offered to seniors and families in need. Two hundred fifty meals were served in 45 minutes. P. O'Malley added that it was totally underwritten by the community.
- Friday, November 10 is Staff Day and the Library will be closed to the public. After a continental breakfast, the Director will discuss the State of the Library and an introduction to the pending Strategic Plan. Naomi Khalil from the Farmington Public Schools will be the morning's keynote speaker, with informative breakout sessions scheduled for the afternoon.
- The health insurance offered to staff is under the umbrella of the City of Farmington Hills. They have changed their enrollment and want to move to the calendar year, January to January. Staff were informed of the change and also a modest increase in premiums.

## **COMMITTEE REPORTS**

Finance Committee

Nothing new to report.

Personnel Committee

Nothing new to report.

Benefits Committee

Nothing new to report.

## **UNFINISHED BUSINESS**

E. Streit subscribes to the Farmington Voice blog. She called the Board's attention to a question posed by a resident with regard to moving the City Hall and Public Safety Department out of downtown Farmington. Two candidates mentioned the Library in their response.

Lounge Area:

- The Building Committee met with Chris and Kyle of Library Design Associates. They reviewed the initial plan for the lounge area and made modifications. Once modifications have been made, E. Streit will meet with LDA and report back to the Building Committee. Two options to

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discuss are sound absorption and the additional cost of moving the vending machines to the front of the area.

- E. Streit offered the chairs and café furniture, as a donation to C.A.R.E.S. of Farmington Hills, which will be a gathering place in Farmington Hills for the community.
- Because there are three specific renovations planned (lounge area, teen space and computer area), and all will need furnishings and redesign, the Board will gather information to calculate the cost of each individual project when the time is appropriate.
- P. O'Malley suggests allowing staff to submit ideas to name the lounge space. Ideas would be brought to the Board to narrow down the options then take back to staff for a vote.
- Library Design representatives checked the connections for electricity and water. There are several electrical connections that they may need to be boxed in. The only water hookup is under the sink.
- Consideration at this time for lounge flooring include carpet, ceramic tile or maintaining the current slate tile.

The tile in the old elevators has been remediated and replaced with new carpeting.

MAC (Management Advisory Committee) is made up of Librarian II and above. The Strategic Plan was distributed to MAC for their final considerations. The Strategic Plan in the Library Board packet is the draft which the Library would like to use for 2018 once it is approved by the Board. E. Streit will distribute the Strategic Plan document to all staff at Staff Day. Some staff had input during focus groups. The Board suggested staff see the final version before approval.

E. Streit revisited the Library Board of Trustees Bylaws which states that the Vice-President shall serve as chairperson on the Personnel Committee. E. Streit also noted the Personnel Committee was the only standing committee listed; the Library currently has two additional standing committees. Vice-President, B. Lazar suggested an ad hoc committee to review the 2005 document for changes. C. Liebold, J. White and G. Bosler volunteered to be the Library Board of Trustees Bylaws ad hoc committee.

At this time, committee members chose to transfer to other committees. Vice-President, B. Lazar will be part of the Finance and Personnel Committees; C. Liebold will be part of the Benefits Committee. All others will remain as they were.

## **NEW BUSINESS**

### City Council Study Session

- E. Streit and four Board members attended the City Council Study Session on October 9, 2017. The City Council will consider topics for discussion for the Library and return on November 27 at 6:00 p.m. Points to be discussed include: Open Meetings Act; discussion on an elected Board; representation of the Board members; annual meeting or updates to Councils; FCL Pension Fund and building a relationship between the Library Board and Councils.
- The Board read and understands the requirements of the Open Meetings Act. The Board agrees that it is a good idea to meet with the City Councils on a more regular basis. Plante Moran fully approved the Library's payment to the FCL Pension Fund.
- The Board members will write a short profile to be included on the Library website and which will also serve to introduce them to the Councils.

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After discussion of the Web Development Policy, the Board approved a small change to read, “The Web Development Team is comprised of the Technology Librarian, Graphic Designer and other interested staff.”

**MOTION** by C. Liebold to accept the Web Development Policy document, with the change in the first sentence as noted, for inclusion in the Policy Manual was supported by J. White. Board approved. Motion passed.

**ADJOURNMENT**

The Board meeting was adjourned at 8:35 p.m. by Vice-President, B. Lazar. The next meeting of the Library Board is scheduled for Thursday, December 14, 2017, at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

G. Bosler, Secretary  
Library Board of Trustees

GB:dls