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

Board Members Absent: None

Staff Members Present: Miller, Serresseque, Siegrist, Streit, Yunker

Staff Members Absent: None

Presentation Speakers: Jason Head, Danboise Mechanical Company (Electrical Division), and Kurt Odrobina, Schneider Electric; Jim Borchardt, Custom Masonry; Waug’s Electric Service, Inc.; John Keith, Johnson Controls

Presentation of Audit: Auditors Dave Helisek and Kari Shea from Plante Moran

CALL TO ORDER
The Board Meeting was called to order at 6:10 p.m. by Board President, J. White.

APPROVAL OF AGENDA
MOTION by P. Huyck to approve the Agenda for November 8, 2018, was supported by J. Montgomery.
Vote: Aye: All in favor
Opposed: None
Motion passed.

PUBLIC COMMENT
No Public Comment.

VENDOR PRESENTATIONS REGARDING UPCOMING FACILITY PROJECTS
Danboise Mechanical Inc. and Schneider Electric
Jason Head from Danboise presented a proposal for replacement of main switch board at the Farmington Branch. Danboise is a full service, plumbing and electrical company and the job could be completed in phases with possibly a three day shutdown of the building. The work could begin within the month. The proposed price is $67,987 with the added cost of $4,150 for Power Logic PM8000 metering.

A former employee interrupted the vendor presentation to comment on the transformer situation.
Kurt Odobina from Schneider Electric, described the Square “D” 1200-amp Switch Board.

Custom Masonry
Jim Borchardt from Custom Masonry, described the procedure for waterproofing the wall and replacing conduit to prevent further leaking. If current conduits have deteriorated, there would be added costs. J. Borchardt proposed $10,000 depending upon what is found between the transformer and the Library entrance.

MOTION by M. Brucki to accept the bid from Danboise and conditionally accept the verbal bid of $10,000 from Custom Masonry was supported by B. Largent. M. Brucki added that it is important to see if we could have a one day shutdown to clean existing debris.

Vote: Aye: All in favor
Opposed: None
Motion passed.

M. Brucki suggests considering the $100,000 in the Endowment Account which is dedicated to the Farmington Branch when considering payment, if needed. There is also $200,000 in Building Improvements, if needed.

Waug’s Electric Service, Inc.
D. Wrench presented the proposal from Waug’s Electric for emergency lighting products and labor to remove and replace 130 units of electrical lighting at the Main Library. The proposal totaled $27,083.40. Once the repair begins, determination would be made for replacement or repair.

MOTION by B. Rae-O’Donnell to table further discussion to allow the auditors to deliver their presentation was supported by C. Zervos.

PRESENTATION OF AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2018
Dave Helisek and Kari Shea, Plante Moran auditors, presented the completed FCL Audit for the year ending June 30, 2018.

D. Helisek presented the Independent Auditor’s Report giving the opinion of “unmodified” as highest level of assurance. In answer to a question from the Board, D. Helisek clarified that as a financial audit, Plante Moran documents and tests yearly for both strengths and weakness of internal controls. From the aspect of the Board, if there was something that arose to significant level, Plante Moran would have communication with the Board immediately. Internal controls questions would be throughout the year for specific areas.

K. 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 funding levels.

The Accounting staff was commended for their detailed preparation of documents which made the actual audit go so smoothly.
With the audit presentation finished, President J. White resumed the presentation of the proposals for emergency lighting.

**Johnson Controls**
John Keith from Johnson Controls spoke to the Board members via conference call. He presented proposals for the Main Library as well as the Farmington Branch for direct replacement of emergency lighting and exit sign safety fixtures at the Main Library. The proposal does not include repair of unforeseen inoperable circuits. The proposal for materials and labor is $30,960.

A second proposal includes an annual test and inspection of current emergency lighting and exit sign safety fixtures for $1,680.00. The electrical study to determine 120VAC availability would be $3,168.00.

To furnish material and labor required to complete the emergency lighting improvements at the Farmington Branch would be $17,600.00.

**MOTION** by B. Largent to move forward on both the inspection and study was supported by C. Zervos.

Vote:  Aye:  All in favor
       Opposed:  None
Motion passed.

**APPROVAL OF MINUTES**
**MOTION** by J. Montgomery to approve the Minutes of the October 11, 2018 Board Meeting was supported by C. Zervos.

Vote:  Aye:  All in favor
       Abstain:  Hahn
       Opposed:  None
Motion passed.

**OPERATING BILLS**
**MOTION** by B. Rae-O’Donnell to approve expenditures listed on November 9, 2018 check list was supported by J. Montgomery.

Vote:  Aye:  All in favor
       Opposed:  None
Motion passed.

Accounting Manager, G. Yunker, will begin adding payroll periods to the Operating Bills to clarify payroll amounts, as suggested by B. Largent.

**FINANCIAL REPORT**
**MOTION** by B. Largent to receive and file the Monthly Revenue and Expense Report for September 2018 was supported by J. Montgomery.

Vote:  Aye:  All in favor
       Opposed:  None
Motion passed.
CORRESPONDENCE
There was no correspondence to share.

FROM THE DIRECTOR
- Librarian, Judy Donlin, has arranged highly attended musical programs.
- Recent Stranger Danger program attracted 65 patrons.
- Michigan Library Association Conference was attended by twelve Library staff.
- Children’s Supervisor, Maria Showich-Gallup, joined in the Downtown Farmington’s Annual Trick or Treat day and joined with the Farmington Youth Assistance to distribute treats at the C.A.R.E.S. Trick or Treat event.
- Staff In-Service Day will be held on Monday, November 12, and will include a full day of training, staff recognition and breakout sessions which include consumer education sessions.
- Clinton Macomb Library visited and recognized that FCL uses the same monitors. They donated monitors they were no longer using.
- The CloudLink is a partnership between libraries to share e-materials. The FCL Cloud Library collection will now include over 120,000 titles available through participating libraries.

COMMITTEE REPORTS
Facilities Committee
Chair Brucki wanted clarification as to when the Library first knew that the electrical system and water system were in poor repair, and when the emergency lighting deficiencies were identified. K. Siegrist, Branch Head at the Farmington Branch, responded that she was first aware in April 2018 of the condition of the electrical and water system. Emergency lighting issues were identified when the Farmington Hills Fire Department inspected in August 2018.

Finance Committee
Chair Huyck reports that the Finance Committee is working on a mission statement and has reviewed previous audits. The Committee is satisfied with explanations to questions regarding internal controls.

B. Hahn added that the Committee had discussed investments and would like to involve Accounting Manager, G. Yunker, in the next meeting.

Outreach Committee
There was no new information to share.

Personnel Committee
Chair Montgomery reports that the Committee needs to determine the Director’s evaluation process and the bonus process. There will be further discussion within the Committee before bringing a recommendation to the Board.

Chair Montgomery suggests scheduling an Executive Session for the December Board meeting. The Executive Session will be added to the Agenda.

Strategic Plan Committee
There was no new information to share.
UNFINISHED BUSINESS
There was no unfinished business.

NEW BUSINESS
As a result of discussion by the Board members, the Staff/Outreach Committee is asked to coordinate postings in the Community Events columns of the Farmington Press and the Farmington Observer to notify the public of upcoming Board Meetings. The postings, “The Library Board will meet at 7:00 p.m. on Thursday ... ” should begin before the December 2018 Board Meeting through the March 2019 Meeting. After that time, the Board will revisit the suggestion.

In response to questions about maintaining the cleanliness of the Community Lounge, E. Streit reports that staff walk through several times throughout the day to straighten the area.

In response to the question about guidelines for holding political events, E. Streit reports that in our Meeting Room guidelines, it states that only elected representatives may rent a room. Monitoring of the Library facilities keeps staff aware of proper behavior of patrons.

The Library Board will meet with the City of Farmington Hills City Council at 6:00 p.m. on Monday, December 10, 2018. E. Streit will send an overview of the presentation before the meeting.

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 9:00 p.m. by President, J. White. The next meeting of the Library Board is scheduled for Thursday, December 13, 2018 at 7:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Beth Rae-O’Donnell, Secretary
Library Board of Trustees

BRO:dls