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
December 13, 2018
Approved January 10, 2019

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

Board Members Absent: Zervos

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

Staff Members Absent: None

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 December 13, 2018, was supported by B. Rae-O’Donnell.
Vote: Aye: All in favor
Opposed: None
Motion passed.

PUBLIC COMMENT
No Public Comment.

APPROVAL OF MINUTES
MOTION by B. Largent to approve the Minutes of the November 8, 2018 Board Meeting, as amended, was supported by P. Huyck.
Vote: Aye: All in favor
Abstain: Hahn
Opposed: None
Motion passed.

OPERATING BILLS
MOTION by J. Montgomery to approve expenditures for check numbers 25557 through check number 25659, totaling $489,021.85 of expenses was supported by P. Huyck.
Vote: Aye: All in favor
Opposed: None
Motion passed.
FINANCIAL REPORT
MOTION by J. Montgomery to receive and file the Monthly Revenue and Expense Report for October 2018 was supported by B. Hahn.
Vote:   Aye: All in favor
       Opposed: None
Motion passed.

CORRESPONDENCE
E. Streit shared two letters of appreciation for Library services.

FROM THE DIRECTOR
E. Streit presented the Director’s Report which included:
- Dr. Martin Luther King, Jr. Day is held at the Library each year and is organized by J. Miller, partnering with Multicultural Multiracial group and the Friends of the Library.
- Adult Librarian, Judy Donlin, continues to plan excellent musical programs for the community.
- As partners with Visions Unlimited, Maria Showich-Gallup hosted the group in the Children’s Services Department.
- Young Adult Librarian Jennie Willard continues the Library tradition with young adults decorating and filling goody bags for local first responders.
- As part of the Strategic Plan, the staff is applying for grants to enhance programs.
- The Library received accreditation as a Family Place Library. Melanie Allbery, Early Childhood Specialist, organizes Play and Learn, a Family Place Program, which give parents play time with their children. Professionals are available for instruction.
- Oscar Shorts will be hosted by the Farmington Friends of the Library on February 10, 2019.
- The Farmington Hills Police Department, Crime Prevention team, conducted a Security Survey at the Library. They commended the Library on upgrading and adding video cameras and agreed that more safety presentations should be offered to staff.
- E. Streit, Finance Directors of Cities of FH/FA and the 47th District Court Administrator met to discuss an RFP for auditing services.
- The posting of the Library Board of Trustees meeting was placed in the Observer, Area Events portion of the newspaper. The Library will continue to post in the newspapers.
- Branch Head, K. Siegrist, has had the opportunity to attend the City of Farmington survey meeting focusing on the Master Plan, which includes topics of walkability in town, shopping and the future of the housing market.

COMMITTEE REPORTS
Facilities Committee
The repair and replacement of the electrical panel and cement work at the Farmington Branch has been scheduled and has an approved budget. The first panel will be replaced in December; second in January; third in February. Estimated project completion is mid to late February.

Lighting for Farmington Hills phase one study is expected to begin by the end of this month. Chair Brucki will follow up on the work in progress at the Farmington Branch as well as the lighting project at Farmington Hills.
The Farmington Public Safety Department conducted an annual inspection of the Farmington Branch building. Along with the electrical panel and emergency lighting work already in progress, there were minor recommendations by the Public Safety Department. Branch Head, K. Siegrist, was told that as long as the Library is working on the recommendations, there is no time limit for completion.

Chair Brucki recommends more detailed and specific timelines for the projects. The Facilities Committee will create this. The report by D. Wrench, Facilities Coordinator, gave a good level of detail on existing projects.

Finance Committee
Chair Huyck reports that the Finance Committee would like to meet with a representative from Morgan Stanley to give advice on investments. B. Hahn will arrange the meeting.

The Finance Committee will be prepared to respond to questions during the Joint Council Meeting in February and will continue to be advised of meetings with the City regarding Plante Moran RFP for auditors.

M. Brucki requested monthly budget reports be categorized in the same way as the audit. Also, graphs be prepared quarterly. Accounting Manager, G. Yunke, will regroup the line items and draft a budget report. Chair Huyck will review the draft and propose recommendations.

Outreach Committee
The Outreach Committee has finalized a mission statement. Committee members agree to change the name to Community Liaison Committee. The basis of the committee is to maintain relationships with other groups in the community and give the Library presence.

Strategic Plan Committee
Chair Brucki reports that the 14 members of MAC (Management Advisory Committee) has met to update the Strategic Plan which was put into a narrative format. Under each of the goals and items it can be updated with progress or completion. Chair Brucki requests Library statistics from years 2013 – 2018 showing the progress in the categories that are presently being tracked.

Personnel Committee
Chair Montgomery reports that the Committee recommends a 2% bonus for five staff members whose supervisors had recommended a 4% merit increase, but were at the maximum. The minimum and maximum salaries were increased by 2% for the Fiscal Year 2018 – 2019.

MOTION by J. Montgomery to vote that the five following employees be given 2% bonuses. I move to give the Automation Coordinator, Office Assistant, Executive Assistant, Payroll/Benefits Specialist and Accounting Manager, a 2% bonus before the end of this year.

ADDITION TO MOTION by B. Largent to provide 2% bonuses to the aforementioned employees effective July 1, 2018 – June 30, 2019 based on the benchmark of the 2018 base pay was supported by B. Rae-O’Donnell.

B. Largent explained that the original motion sent to the Personnel Committee was the establishment of a Bonus Pool and criteria for award of bonuses to all employees. Moving forward, the Personnel
Committee will get back to the original purpose of that motion and establish the dollar amount of a bonus pool so that all employees can participate in bonuses.

Question was called by B. Largent.

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

Chair Montgomery explained that the Personnel Committee has chosen to combine parts of the staff evaluation and a sample evaluation form for Trustees to use to evaluate the Director. The Committee recommends that these two be merged so that they become a new document that is the tool used for the Director’s evaluation.

MOTION by J. Montgomery that the Board combine the two documents and merge into one to use as a tool to evaluate Director, E. Streit was supported by B. Largent.

The Committee will review the merged documents and ask E. Streit to prepare a self-evaluation. The Committee is undecided if each Board member will be asked to review the document.

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

UNFINISHED BUSINESS
B. Largent inquired of the status of the building health assessment. E. Streit responded that D. Wrench has gathered three bids that were presented to the Facilities Committee.

NEW BUSINESS
President White asked Director Streit to present an item for New Business. E. Streit began delivering the Working Conditions and Benefits Committee request for future consideration.

B. Largent called Point of Order and stated that the report should have been sent to the Personnel Committee rather than the full Board.

President White responded that he wanted to have the entire Board hear about the requests. There is no intent to make a vote at this time.

E. Streit gave background of the WCBC, formed by former Director, Beverly D. Papai. The Committee is composed of Library staff who receive suggestions/concerns of other Library staff. They present to the Director once a year who responds to operational issues and past Boards have asked the Director to handle those requests. Any others are sent to the Board for discussion and resolution.

One staff request for consideration is offering the Health Care Savings Plan to part-time staff. This benefit will be explored further before it is presented to the Personnel Committee, but appears that the benefit would cost close to $27,000.
President White stated that he wanted Elyse to put this out so everyone would be aware that this is a question being raised.

E. Streit explained the second request by staff to reinstate time and one-half pay for working on Sunday. This policy was discontinued in 2011. Staff are asking the Board to reconsider.

The third request is operational. Staff notice that people speed in the staff parking area at the Main Library and have asked if a sign could be posted to divert traffic. The Engineering Division from the City of Farmington Hills and the Fire Marshall were contacted for input. If better signage does not work, speed bumps would be the next choice.

The Board was asked when staff can move forward and when it becomes a Committee issue. B. Largent responded that any time Staff has some actionable item, it should be included in the Board packet online before the meeting so that Board can get familiar with it and ask any questions that may arise.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

- P. Huyck requested that the minutes show that the Joint Meeting with the City Councils and the Library scheduled for December 10, 2018 was cancelled. The meeting has been rescheduled for February 11, 2019.
- P. Huyck asked if there was any collective action to discuss before the February 11, 2019.
- B. Largent questioned why the Joint Council and Library were not able to meet. The City of Farmington and the FCL did not post in accordance with the Open Meetings Act.
- B. Largent inquired about the status of the mission statements. Once received, the Bylaws Committee will reconvene. Each committee chair should make that the first agenda item of their meeting.
- B. Largent asked that the Director’s acceptance letter, written in lieu of a contract, could be resubmitted to the Personnel Committee.
- B. Largent asks that the Board consider buying dedicated laptops strictly for Library business so that we can become a paperless Board.
- B. Largent stated that in the Monday meeting with the City of Farmington Hills, resumes were sent to the Library/Board from people who had applied to sit on the Board, with the suggestion that the resumes be submitted to the Board to evaluate and invite applicants to sit on committees. President White responded that it is not in Trustee Bylaws and that the Board has never invited the community to sit on Board Committees. B. Largent is requesting that those resumes be submitted to all of the Sub Committee Chairs for review and to determine if the Board will extend an invitation to those individuals who are appropriate to sit on committees.

Discussion included:

- Setting parameters of who would be invited and include it in the Bylaws
- Bylaws will be reviewed at the January Meeting to understand what authorities and restrictions exist
- Bylaws do not include current five committees
- Personnel Committee may choose to get legal counsel to be assured that the community could be invited

President White asked each Board member to read the article, “Building a Better Board of Trustees” from the American Libraries magazine. The article describes how to achieve a better understanding of
each other as Trustees and how to build a better sense of trust between the Board and staff. This will be on the January Agenda for discussion.

J. Montgomery thanked staff and extended her appreciation for providing all of the documents requested, especially this week, as quickly as they were needed.

**ADJOURNMENT**

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

**Vote:** Aye: All in favor

 Opposed: None

Motion passed.

The Board meeting was adjourned at 8:50 p.m. by President, J. White. The next meeting of the Library Board is scheduled for Thursday, January 10, 2019 at 7:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

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

BRO:dls