

**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
December 12, 2019**

Approved January 9, 2020

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

APPROVAL OF AGENDA

MOTION by Montgomery to approve the Agenda for the December 12, 2019 Board meeting, was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

MOTION by Montgomery to approve the Minutes of the Special Meeting on November 7, 2019, was supported by Bomarito.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Montgomery to approve the Minutes of the Regular Board Meeting on November 14, 2019, was supported by Huyck.

Vote: Aye: All in favor

Opposed: None

Motion passed.

OPERATING BILLS

MOTION by Huyck that the Board of Trustees approve expenditures for check numbers 26654 through 26720 totaling \$426,845.97, was supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Huyck to receive and file the Monthly Budget for October 2019, was supported by Largent.

Vote: Aye: All in favor

Opposed: None

Motion passed.

CORRESPONDENCE

Patrons have used the Board comment email to ask questions that could be answered immediately by the Director or staff rather than wait until the following Board meeting. A message will be added to that page to specify which messages should be included on the Board comment form and which could be answered more quickly by staff members.

INTERIM LIBRARY DIRECTOR'S REPORT

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

- Staff Day was Monday, November 11. All FCL staff gathered at the Main Library for staff training on a variety of topics such as Polaris, the changes coming with ADP and an update on Library and various departments. Staff participated in service projects. It is a great opportunity to bring the entire team together.
- On December 11, Polaris was upgraded to the newest version. The new functionality will allow staff to use it away from the building. Polaris LEAP will allow staff to issue library cards, update contact information, check out books, check accounts and generally allows staff to bring the services of the Library out to the community. LEAP will be ready sometime in April following training in each department.
- Maintenance update includes the new sump pumps installation, preparation of electrical to install the generator, repair of the fire alarm panel and fireplace should be completed by Christmas.
- Visions Unlimited, a partnership we have with the schools, had a micro enterprise sale at the Farmington Branch.
- Interviews were completed to fill the vacant position of Part Time Library Assistant in the Circulation Services Department.
- The Press Release was sent to announce the new Library Director, Riti Grover.
- Two Save-the-Dates: January 20, 2020 is the Dr. Martin Luther King Day program which begins at 10:00 a.m. and ends at 8:30 p.m. It is a day of speakers, poetry, musicians, dance groups, choir and various Library programs throughout the day. The second date to save is Thursday, February 6. The Friends of the Library will be hosting the Oscar Shorts at the Farmington Civic Theater.
- Michigan Library Association and the State Library of Michigan are supporting access to United for Libraries which is a wealth of resources that may interest you. Mary Carleton will add that login information on the Board Page for your review.

COMMITTEE REPORTS

Facilities Committee

Huyck would like to have Facilities Coordinator, Donald Wrench, attend occasional meetings to bring updates of facilities to the Board.

The Facilities Committee will meet before the next meeting to prioritize that list and bring a recommendation to the Board.

Finance Committee

There was no report from the Finance Committee.

Community Liaison Committee

There was no report from the Community Liaison Committee.

Personnel Committee

Rae and Hahn will prepare a formal contract for the new Director, Riti Grover. The letter of intent has been signed and a benefits package will be completed.

Grover has two requests: Vacation time equal to that she receives currently, and to gross up the relocation fee for her to net \$10,000.

MOTION by Montgomery to gross up bonus over four pay periods so it totals \$13,984, was supported by Largent.

Vote: Aye: All in favor
Opposed: None

Motion passed.

MOTION by Montgomery to match her current vacation time, her PTO, and make that 160 hours from the beginning, and she would not be eligible for additional time until 13 years, was supported by Largent.

MOTION restated by Largent to match what she currently has and defer to the legal team to finalize the details.

Vote: Aye: All in favor
Opposed: None

Motion passed.

Handbook applies except where it is specifically stated to be deviated by the contract.

MOTION by Montgomery that the Board make it a three year contract with two year renewal, automatic, was supported by Largent.

Vote: Aye: All in favor
Opposed: None

Motion passed.

MOTION by Largent to authorize counsel to incorporate compensation for business per recommendation from the Personnel Committee following an annual review, was supported by Montgomery.

Vote: Aye: All in favor
Opposed: None

Motion passed.

AMENDED MOTION by Montgomery that we offer Riti Grover, 160 hours of vacation per year, 40 hours per year of floating holidays, 96 hours a year of sick time, 0 hours personal business, all of that will be in her bank on day one, January 2, 2020. Of that, at the end of the year (December 31, 2020), she can roll over 200 hours of vacation and floating holidays, she can accrue sick time of 520 hours maximum, was supported by Largent.

Vote: Aye: All in favor
Opposed: None

Motion passed.

Montgomery's request to discuss the Interim Director's salary will be reviewed by the Personnel Committee which will come back with recommendation.

Strategic Plan Committee

There was no report from the Strategic Plan Committee.

Ad-hoc Bylaws Committee

There was no report from the Bylaws Committee.

UNFINISHED BUSINESS

Miller responded to the two requests for reconsideration of books. There was no response from either of the patrons.

NEW BUSINESS

Yunker contacted MERS (Municipal Employees' Retirement System) to ask about a switch from ICMA to MERS. MERS charges lower fees and there is a better return on investment. MERS accepts fiduciary responsibility, more care is given to employee education, and costs are lower which would be a savings for staff. Also, all three statements would be consolidated in one account.

MOTION by Montgomery that the Board of Trustees approves switching the 457 Plan to MERS from ICMA was supported by Murphy.

Vote: Aye: Bomarito, Hahn, Largent, Montgomery, Murphy, White

Abstain: Huyck

Opposed: None

Motion passed.

In the future, changes as those above would be taken to the Personnel Committee for review. The Committee will then take the recommendation to a full Board.

Yunker advised the Board that in response to a WCBC (Working Conditions and Benefits) request, she has contacted MERS to allow staff to open a traditional IRA or a ROTH IRA independent of the Library.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

Largent will contact Library IQ regarding a presentation at the Board Meeting.

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 7:45 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, January 9, 2020 at 6:00 pm. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Jim White, President
Library Board of Trustees

JW:dls