

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – March 10, 2022
Draft**

Board Members Present: Stryd, White, Hahn, Brown, Murphy, Duron-Willner, Kelly

Board Members Absent: McClellan

Staff Members Present: Siegrist, Peterson, Wrench, Showich-Gallup, Sexton, McCormack

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:05 p.m. by Board President Duron-Willner.

APPROVAL OF AGENDA

MOTION by Kelly to approve the Agenda for the March 10, 2022 Board meeting, was supported by Brown.

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Stryd to approve the Minutes of the Regular Board Meeting on February 10, 2022, was supported by Kelly.

Vote: Aye: Stryd, White, Brown, Murphy, Duron-Willner, Kelly

Opposed: None

Abstain: Hahn

Motion passed.

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve expenditures totaling \$256,138.95 was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

(Plante Moran delayed at this point on agenda)

FINANCIAL REPORT

MOTION by Brown to receive and file the Monthly Budget for February, 2022, was supported by Stryd.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT given by K. Siegrist under Director's Report.

LIBRARY DIRECTOR'S REPORT (Kelley Siegrist)

- Friends' Gala is June 3. Their citywide mailing is going out before April 15.
- FCL working with Oakland County Small Business Development Program to provide meeting space, resources, and programming to target woman owned, minority owned, veteran owned businesses and businesses with revenue under \$1M affected by COVID 19.
- National Library Week is April 3-9.
- Annual Public Hearing to present proposed FY 2023 budget will be held May 12, 2022.
- Head of Adult Services is open after Deb Hemmye became Director at the Huntington Woods Public Library.

(Plante Moran inserted here to present budget amendments)

Proposed amendment will still allow for transfer of \$145,276 to Capital Reserve Fund.

MOTION by Brown to amend 2022 budget by adding increase of revenue of \$33,200 and increase of expenditures of \$243,050 was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

LIBRARY DIRECTOR'S REPORT continued

- **IT Update:** Pat McCormack described project to replace network switches, routers, cabling, and wireless infrastructure potentially to be undertaken by Charter Technologies and Elevate in FY 2023. Pat is in process of securing federal E-Rate funding, which will become available July 1.
- Spotlight on a staff member. This month: Pat McCormack.

FACILITIES REPORT (Donald Wrench)

- Fire door update: D. Wrench has learned that original plans called for a wall and doors between original section and new part of building, where large fire door is now installed. D. Wrench is trying to determine how this will impact any future plan.
- D. Wrench has been studying conveyor systems in area. Considering bins at the exterior drop slots (east wall of building) that staff can move to a smaller, shorter, straighter electrical conveyor system in the present location of current pneumatic system.
- Liberty water fountain - wall must be opened to determine what work needs to be done. Bid will be written at that time.

TRAINING / RESOURCES

- Kristel Sexton presented draft of proposed new Collection Development Policy. Supporting documents: Library Bill of Rights, Freedom to Read and Freedom to View statements, Professional Code of Ethics - all from American Library Association; Statement of Principle - Intellectual Freedom from Michigan Library Association.

COMMITTEE REPORTS

Strategic Planning (Michele Kelly)

K. Siegrist has gathered example RFPs for a consultant who would facilitate strategic plan writing process.

Personnel Committee

No report. E. McClellan absent.

UNFINISHED BUSINESS

- Space Utilization Study

Both firms submitting bids had to be accommodated regarding date or time for mandatory walkthrough. **MOTION** by Duron-Willner to accept proposals previously received from Merritt Cieslak Design and Luckenbach Ziegelman for space utilization study and to have both firms present at April 14 meeting was supported by Murphy.

Vote: Aye: Duron-Willner, Murphy, White, Kelly, Stryd, Brown

Opposed: None

Abstain: Hahn

Motion passed.

NEW BUSINESS

- Patricia Coleman-Burns and Tom Shurtleff from Multicultural Multiracial Counsel (MCMR) thank FCL for partnering, especially in last two years, on MLK Day and Juneteenth celebrations.
- Closing early on June 3 for Friends' Gala

MOTION by White to close Twelve Mile at 4:00 on June 3 to prepare for Gala was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

- D. Duron-Willner - looking for ideas from staff, board members for how board can show appreciation for staff.
- D. Duron-Willner - board needs to build millage and public relations expertise. D. Duron-Willner has reached out to mayors re; millage and re: communication about appointment process of library board members.
- K. Brown - millage training webinars from Library of Michigan are worthwhile.
- B. Hahn - suggest that board meetings rotate between both branches of FCL.
- M. Stryd - thank you to staff for presenting tonight. Wish to echo MCMR's appreciation for the staff work around MLK Day.

CORRESPONDENCE

None

PUBLIC COMMENT

None

ADJOURNMENT

MOTION by Murphy to adjourn the Board Meeting, was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 8:08 pm by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, April 14, 2022, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees