

Farmington Community Library Board of Trustees
Virtual Special Board Meeting - 6:00 p.m. – May 28, 2020
Held Online Via Zoom

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

Board Members Absent: None

Staff Members Present: Grover, Carlton, Shereda, Erdody

Plante Moran Guests: Kari Shea and Brian Camiller

Guests: Jill Baker, Kathy McKinney, Maria Showich-Gallop, Donald Wrench

President White explains Board Member Joy Montgomery resigned this month – this board normally has 8 members (4 appointed from the City of Farmington and 4 appointed from Farmington Hills). Right now we have an opening for a Farmington resident. The appointments are made by the 2 city councils.

CALL TO ORDER

The Board Meeting was called to order at 6:00 p.m. by Board President White.

APPROVAL OF AGENDA

MOTION by Hahn to approve the Agenda for the May 12, 2020 Board meeting, was supported by Bomarito.

Vote: Aye: All in favor

Opposed: None

Motion passed.

PUBLIC COMMENT

President White reads a chat message from the public: “Why is there no mention of the open Board Member position on the Library website?” That is something that needs to be there. We are working on that.

“When will the Library open?” We do not have a clear idea on when the Library will open.

Trustee Largent - It is unwise for us to respond to those questions because we speak as a Board and those are not issues we have taken up yet. It’s the responsibility of Farmington, the city of Farmington to publish that. Once they set it up then we can link to it. It is not incumbent on us to advertise it. It is the City of Farmington.

APPROVAL OF MINUTES

MOTION by Largent to amend and include in the May 12, 2020 minutes Largent: “All of these decisions are running through subcommittees. Subcommittees are meeting. Some of us are meeting daily or every other day and as we get clarity on these issues that have been raised we will then make recommendations to the full Board and the audience will hear those discussions in real time as we discuss them.” Approval of the minutes for the regular Board Meeting on May 12, 2020, was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

OPERATING BILLS

Trustee Huyck spoke regarding a check list through 4/21/20 with total expenditures are \$666,683.90.

MOTION by Huyck that the Board of Trustees approve the above expenditures from check #27005 to check #27085 totaling \$666,683.90 from March and April 2020, was supported by Bomarito.

Vote: Aye: Bomarito, Hahn, Huyck, Murphy, Largent, Rae, White

Opposed: None

Motion passed.

Trustee Largent questions the check for \$15,962 Johnson Control Fire System. Carleton answered - an update to the camera system that we have waited for. Budgeted quite a long time ago and we are finally getting billed.

Director Grover explained the financial reports for March and April 2020.

Kari and Brian Camiller from Plante Moran were introduced.

Brian – Transition is a little slower than we like due to Covid and working remote. We are still in the process of getting the Bill.com which is the new accounts payable online. These packets are a work in progress. If there is more information of a financial matter/or less please pass along to the Director and she can instruct us. Thank you for the opportunity to work with you.

Trustee Huyck we will be having a meeting in June - will we have the May 30th financial statements to look at? Kari – yes. Brian – it will be tight because of when the bank information is available.

Kari Shea – With read only access with the bank we can obtain your banking information sooner. With the conversion over to the Intacct software we got the Library in compliance with the State Chart of Accounts. Revenue and Expenditure Report will give you every month that year-end balance and your original and amended budget by account. General Fund revenue ytd total 6.48 Million which is 97% of budgeted revenue. You are almost through all of your revenue collections and this normal. Some of the expenditures are over budget. The amendment will correct any of those overages. Your expenditures are at about 5 million dollars that is about 75% of the 6.7 million that is in the budget prior to the amendment. Capital Reserve Fund, Employee Benefit Fund, and Endowment Fund will have a balance sheet and income statement. The only activity in them is interest earnings.

Trustee Huyck – we are on the cash basis?

Kari - During the year, yes. Liability accounts some still harbor liabilities from end of last year – those liabilities get adjusted at year end.

FINANCIAL REPORT

MOTION by Huyck to approve the Monthly Expense Reports for March and April, was supported by Bomarito.

Vote: Aye: All in favor

Opposed: None

Motion passed.

CORRESPONDENCE

We have received questions from staff and 2 messages to the Board regarding discussions made at the May 12th meeting.

LIBRARY DIRECTOR'S REPORT

Director Grover:

The team is keeping the digital branch open 24/7. I Bring you the highlights of somethings had have received great response from our community and want to thank you

- For finding time to join us!
- For sending us responses on how much you love and appreciate the content, resources and programming that is being made available on every day basis!
- For acknowledging that we are a part of your everyday life through virtual platforms even though our physical facilities are closed to the public due to the unprecedented circumstances created by COVID-19 Pandemic.

Our continued interactions on social media have been increasing.

- On Instagram:
- Average weekly reach saw a jump of 89% - 719 vs. total average of 381.
- Average weekly impressions increased by 76% - 3,404 Vs. total average of 1,935
- Average weekly interactions jumped to 27.2 compared to total average of 21.

On FACEBOOK:

- “Likes” jumped 25% - 1,398 Vs. an average of 1,119
- Please clicked on our post 27% more – 2,760 clicks Vs. average 2,167
- Kristel’s Story Time had 221 views on April 3rd
- Maria’s weekly update video had 1900 views on April 22nd

Aubrey Franklin, Technology Librarian/Leader Social Media Team was invited to inform, how we have been keeping people informed via our website.

Web traffic on our website continues to be between 65,000 – 112,000.

Our number of followers continues to increase across both of our platforms. Maria's weekly update videos are continually popular. Instagram has doubled our average in the month of April. Unique visitors that saw our content. This is attributed not only to people who follow our page but also others may have seen our content based on their location, their friends, as well as our hash tags.

IT Team

- Coordinated the transition every step of the way – From hybrid services to 98% online
- Established safe and interactive platforms for us to make everything else possible.

Mary Carleton, Coordinator of Technology was invited and talked about:
Continuing the behind the scenes work.

Kahoot – Game based learning platform with multiple choice, Zoom, webinars, Read Squared,

Director Grover informed that with our Integrated Library System, we continue to

- Provide library cards remotely – 133 new patrons registered to become FCL family members in April alone.
- Access ILS through LEAP, which is the mobile version of Polaris
- Set up notifications and updates on holds for patrons
- Work on creating safer and touchless modes of financial transactions

Kathy McKinney, Coordinator of Automation added while we have been closed we have changed the wording of email and text notifications. Also, wording on hours and patron registration pages – how to get a library card while closed. Changed the closed dates, the due dates and unclaimed hold dates. Updating our server. Implementing LEAP and training staff. PCI compliance. No overdue fines charged at this time. New financial system which will offer patrons a touchless way to make payments.

Director Grover informed that in Preparation for the “New Normal”

- The **Reopening Protocol** is being prepared by the team Comprising of Aubrey Franklin, Kathy McKinney, Megan Drozan, Donald Wrench and myself.
- It is constantly **evolving and living** document.
- It is intended to be a guide for staff towards a **Phased Reopening** keeping **our priorities of safety, service and smart compliance at the forefront.**
- After its final approval, we will produce a more concise public facing versions for each phase to get keep our community informed regularly.
- Sneak peek in to the enormity and attention to the details.

Farmington Community Library Re-opening Protocol

These guidelines are an outline on phasing in the reopening of the Library. They are not intended to answer all questions, but rather are meant to guide staff and to be a fluid, working document as information continues to develop.

The following principles guide the ongoing collaborative development and application of protocol in each phase of our re-opening.

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- Safety – of our staff and patrons
 - Service – provide helpful service to the community equitably and safely
 - **Smart compliance** – Federal, state and local regulations are constantly changing, and we strive to follow best practices advised by CDC and WHO experts.

Phase 1: Assess library staff and resources; staff safety training.

Phase 2: Library closed to public; returns accepted.

Phase 3: Library closed to public; returns and curbside pickup available. Curbside pickup hours M-F 9a-2p; SAT/SUN Closed.

Phase 4: Limited Library Access. Building and curbside pickup hours M-F 9a-2p SAT/SUN Closed; Curbside pickup hours 9a-2p; daily sanitization 2-4p

Phase 5: Improving Library Access. Building and curbside pickup hours M-F 9a-2p SAT/SUN Closed; Curbside pickup hours 9a-2p; daily sanitization 2-4p

Phase 6: Full Library access.

We start with safety and hygiene. There will training, protocol for tests, when and where staffing, access to the building, how many people will be allowed in what service area, how will the cleaning be done, where will the general public be allowed during each phase, what would be accessible points, rules, services hours, how the cards will be provided, apps for mobile devices, outreach, what services will be provided until we become full functional, vending machines, quarantining our items, mail, meetings, supplies, signage in every stage, communication, how we would be in compliance with the Michigan state guidelines.

Donald Wrench, Facilities Coordinator talked about how we are putting safety measures in place, ensuring the implementation of recommended CDC measures.

Flooring – social distancing rugs at both buildings (6ft apart). Also, 6 ft. circular floor markers.

He added that we have installed Plexiglas face shields at Circulation and Information desks. The middle computer will be removed at each desk. In the computer lab – one computer for every other station. Sneeze shield Plexiglas dividers. Furniture removal to adhere for social distancing. We hope to make our environment safe.

Director Grover talked about Realm Project (Reopening archives, libraries, and museums)

- Phase 1 of the research
- A review of published scientific research is underway and will be publicly release. The purpose is to gather and evaluate existing research about SARS-CoV-2 (the virus that causes COVID-19) related to the following research questions:
 - How might the virus spread through public library general operations?
 - How long does the virus survive on material surfaces through environmental attenuation?
 - How effective are various prevention and decontamination measures that are readily available to public libraries in the near term?

How and when should we be implementing certain kind of decontaminating effort. What could keep our place more sanitized, safe and happy. We are expecting results by mid-June for the phase I.

We are open 24/7 in the digital branches.

Jill Baker, Head of Adult Services

Highlights of April programs: Our Teen Librarian Shira has been working with our event Revolution Prep. to host the SAT Practice Program online. Make it available online for patrons. We had 23 teens participate.

Children's Maria – read remotely to 24 kids in the third grade at Long Acre Elementary.

Shira and Jenny were able to modify the teen Battle of the Books Program. There were 19 teams with 120 attendees.

Jill O'Hara was able to restart the ESL conversation groups.

We hosted Trivia Nights 5/12 with 13 people in attendance, 5/26 with 22 people in attendance.

Summer Programs 2020 (Stay Safe, Stay Inspired...We will come to you!) Join us for a summer filled with virtual programs, reading contests, trivia, book discussion, tech and crafts projects!

Maria Showich-Gallup, Head/Children's Services

Summer Reading for all ages. ESL Summer Reading virtual program. Family Fun in Riley Park – virtually.

Jim Gill – end his concert with the song, "May There Always be Sunshine."

Teens – the theme is Imagine Your Story – creative storytelling series.

Adult – Michigan trivia

Trustee Bomarito – Is the Summer Reading Program working with any of the elementary schools?

Director Grover replied - yes, we have been talking about it. Yes, we will try to reach out. Once the details are in place we will reach out.

Strategic Plan Committee

President White - The Gale Cengage Company is going to be using a new tool for Libraries to measure analytics. We will be one of the first to be using it.

Trustee Largent – Did we not vote to eliminate fines? President White - No we did not.

NEW BUSINESS

President White - The public hearing, every year, is when we present our proposed budget for the next fiscal year. We will not be voting to approve any budget tonight. That will happen at our next meeting in June. We are looking at finalizing our budget for this year to approve our amended budget.

Director Grover – The amended budget for Fiscal Year 2020 and present the proposed budget for 2021.

Amended Budget 2019-2020. This budget has been prepared with input by financial experts.

President White – Suggest moving the June meeting to June 25th. 2020.

Revenues

- Total revenue budget increased by approximately \$31,000.
- The main increases to revenue are due to higher than anticipated interest income and LCSEA personal property tax replacement revenue.

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- This increase was partially offset by decreases in copy/vending revenue, fines and fees, and other miscellaneous revenue sources after the physical locations were closed due to COVID-19 Pandemic and Stay-at-Home Orders.

We have yet to receive the 2nd part of State Aide. We do not when or much we will receive.

Expenditures

- Total expenditure budget increased by approx... \$31,000
- Some of the main changes are between the various line items for payroll expenses.
- The original budget allocation for the pension contribution (000728 Retirement Fund) was low. As a result, \$42,500 had to be added to this line item in this proposed amendment.
- Following the furlough of 82 employees effective April 25th salaries and wages (account #000702) are being amended to decrease that expense while the unemployment compensation (account #000729) has been increased.

Operating Expenses

Professional services (account 000801) has been increased by approximately \$120,000 as a result of hiring an interim Accounting Manager through Robert Half (due to a retirement), procuring HR and Payroll Comprehensive. Modules services through ADP, financial services through Plante Moran (due to a retirement), and legal fees.

Due to the Library closure as a result of COVID some expenses have been decreased in the proposed amended budget: Furniture – down by \$110,000. Building and improvements – down by \$32,000. Books less by \$40,000 (book supplies shut down).

Lastly, the unprecedented and fluid situation due to COVID -19 pandemic has brought forth unforeseen expenditures such as Personal Protection Equipment (PPE), sneeze shields, Plexiglas shields, special sanitation services, interactive platforms, signage, and various other costs. This is increasing by the day. This amendment has motivated us to create a COVID-19 line item with an approximate budget of \$110,000. Our total expenditures after the amendment are showing at 6.7 million dollars.

Conclusion

The Proposed Amended Budget maintains a balanced budget for FY 2020 with the changes mentioned in the preceding slides.

President White and Director Grover clarify that the fines during the Pandemic have been suspended, since March 14th.

Trustee Bomarito – Expenditures – salaries and wages - does this account for any returning staff.
Director Grover – yes we have estimated a cushion in there.

Trustee Huyck – COVID-19 line subjective number because we do not know all of the answers?
Director Grover – yes.

President White – In the comment column “appears reasonable” – what was the thinking involved?

Kari Shea responded - What the intent of the Library is now compared to what the original budget would have captured.

Trustee Largent – Every number in this is based on a lot of unknowns and uncertainty and so we are not obligated, as conditions change we can amend various buckets to various issues.

MOTION by Huyck to approve the amended budget for the fiscal year 2019/2020 ending June 30th, 2020, supported by Rae.

Vote: Aye: Bomarito, Hahn, Huyck, Murphy, Largent, White, Rae

Opposed: None

Motion passed.

Preliminary Proposed Budget for the next fiscal year (2020-2021)

After discussions with the Finance Committee and financial experts at Plante Moran, the recommended budget for FY 2021 is the same as the Proposed Amended Budget for FY 2020

- The COVID-19 Pandemic has greatly disrupted normal Library operations. At this time, there are many unknowns on the revenue and expenditure side. In the coming months, as new information is gathered, we will have a more accurate understanding of what are Library operations; respective revenues and costs will look like.
- We know that other local units are following the same approach.

Plans as we move forward

- To provide quarterly budget amendments.
- We feel that the first quarter ending September 30, 2020 is the right timing to provide a more accurate and amended budget.

Our recommendation would be to adopt the amended budget 2020 for the actual budget 2021.

Trustee Bomarito – In the amended budget we removed \$40,000 for books so does that mean our book collection goes down?

Grover – no – We know some publishers have opened up for delivery so we can get some items shipped in.

Trustee Bomarito – COVID line remains at \$100,000 – the larger cost now to install various safety equipment put in place. Going forward do we think the cost will be going into PPE equipment?

Huyck – the safety equipment cost of just is \$6,000.

Brian – This situation is wreaking havoc on all governmental entities and how they budget. The strategy on the budget is all over the place. There will be a lot of change. Stay on top of what is going on. Give management the time to make the decision to run the facility. It is required by law to have a budget in place. I think it is within 5% of where you are going to end up. We want it to be an open and constant dialog throughout the fiscal year.

President White –We will be voting on this in June on a motion to approve this budget.

Trustee Bomarito – Will the proposed budget be posted? White - yes

President White – Suggests moving the June meeting to June 25th. 2020.

MOTION by Largent to move the June meeting to Thursday, June 25th, supported by Bomarito.

Aye: All in favor

Opposed: None

Motion passed.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

Recognize Joy Montgomery’s 2 years of service. Beth Rae – resigns.

President White – we have an opening in Farmington and Farmington Hills.

We will try to make things as clear as we can. The people working on the 6 phase plan to move the Library forward are still working on details. We will let you know which programs are expanded and which people are called back.

ADJOURNMENT

MOTION by Huyck to adjourn the Board Meeting, supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 8:10 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, June 25th at 6:00 pm.

Respectfully Submitted,

Jim White, President
Library Board of Trustees
JW:ee