

Farmington Community Library Board of Trustees Meeting
6:00 PM Held Online Via Zoom April 15, 2021
32737 W. 12 Mile Road, Farmington Hills, MI 48334

Board Members Present: Duron-Willner, Huyck, Largent, Stryd, Murphy, Kelly, White

Board Members Absent: Hahn

Staff Members Present: Director Grover, Seigrist, Jackson

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:07 pm. by Board President White.

Introduction of Director Grover

President thanked the staff for National Library Week.

APPROVAL OF THE AGENDA

Motion by Stryd to approve a modified agenda with the addition of the Directors report after the Friends report, and the addition of the WCBC report in New Business, and add Ad Hoc report under Committee reports was seconded by Kelly.

Vote: Aye: Duron-Willner, Huyck, Largent, Stryd, Murphy, Kelly, White

Absent: Hahn, Stryd, Largent

Opposed: None

Motion Passed

APPROVAL OF THE MINUTES

Motion by Murphy to approve the minutes for the March 18 Board meeting was seconded by Kelly.

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

Absent: Hahn

Abstain: Largent

Opposed: None

Motion Passed

Motion by Largent to approve the minutes for the March 31 Special Board meeting was seconded by Stryd.

Vote: Aye: Duron-Willner, Huyck, Largent, Stryd, Murphy, Kelly, White
Absent: Hahn
Opposed: None

Motion Passed

CORRESPONDENCE

Murphy reported the board received two correspondences, and one spam e-mail which have been shared with all board members. All board members have received all correspondence and replies given for the last two months. These last two correspondences were never replied to.

DIRECTOR'S REPORT

- Director Grover reported that her Director's report was not on the agenda, however it was sent to all board members. President White reported there was miscommunication on this.
- Last week was National Library Week, and although we were shut down due to covid, and since we did not celebrate it last week, we are doing so this week. The Friends have sponsored treats and gifts, and we thank our staff and the Friends for their support.
- MERS staff education seminars were held this week do discuss benefits available for them.
- Polaris migration from our local server to the cloud server if almost ready to go live. Migration to the cloud will occur April 28. The Polaris version will be upgraded. All staff have been trained on LEAP. This will save on time and labor costs.
- Facilities Coordinator Donald met with Ron from Merritt Cieslak Design regarding the recommended service window, and an updated price code was shared with board members.
- We are accepting book donations at this time. The donation bins will be at the 12 mile location, twice a month on the first and third Wednesday of the month.
- April 2, both locations were closed after positive covid staff reports, and deep cleaning commenced.
- Farmington Police Dept. have recommended security enhancements in the Administrative unit and safety training for the staff.
- Staffing recruiting is presently taking place for IT Supervisor, Marketing and communication coordinator, pages, accounting coordinator, and staff for vacation coverage.
- Door count for March: 11,976 which is less than last year. 860 curbside pickups happened in March.
- Facebook likes have increased to 3,155. Total circulation is close to 64,000 in March, an increase due to e-books.

- Finance Chair Huyck and I met with Plant Moran to make sure that vendor payments are made. We are working on the budget for Fiscal year 21-22. We hope to present it at the next board meeting.
- Listening session will begin next week, and I look forward to everyone's input, ideas and suggestions for solutions.
- March was national reading month and Congresswoman Haley Stevens read a children's book.
- Adult programs include battle of books, fund raiser for CARES, Teens participated in a scavenger hunt, meditation yoga, Children's, reading support programs, STEAM activities, ESL, and book discussions.
- Elevator parts are starting to arrive and we are expecting the doors to arrive next week.
- There have been rumors shared on social media that we are backlogged on shelving books. This is not an unusual occurrence since we were closed for a few days. We are not concerned about this as the books have been re-shelved, and this is a normal part of daily operations.
- There was an incident where an ex-employee had to be escorted off of the library premises, and the board has received a detailed report on this.
- Since we are working on the budget for next year and need to look at the salary scale. Since there were no raises last year, I would ask the board to take this into consideration, or talk about in New Business. Largent suggested that this conversation be taken up by the personnel committee.
- Last month Danette requested information comparing our budget for professional services to other libraries. The information Director Grover obtained shows that all libraries do hire professional services, and our numbers are comparable to other libraries. President White asked that these figures be shared with the board.

Discussion: Stryd asked about whether a children's librarian was hired. Director Grover stated that she, Kelly and the supervisor's are working on determining the needed assistance, and the job description was being updated for the 12 mile location.

Friends of the Library

Stacy Charlesbois reported the Friends met last week, and we talked about the academy award shorts fundraiser that we are running, and it will be online. It will run through the 24th. The Strategic planning committee is invited to the board meeting. Mary Beth asked if this information could be shared. She recognized the staff during National Library week with treats, and thanked them for their service.

COMMITTEE REPORTS

Facilities Committee

Largent reported having a joint meeting with Strategic Planning, and requested showing a short video that Stryd had shared. We are waiting on parts for the elevator. I will need a vote which I will bring up in New business.

OPERATING BILLS

MOTION by Huyck that the Board of Trustees approve expenditures for the operating bills for March, 2021 totaling \$406,700.82 was supported by Stryd.

Discussion: White questioned why bills for Barns and Thornberg, and MCCI are showing up in March's billing. Director Grover explained that unfortunately bills were not being paid in a timely manner, even resulting in the phone service being shut off for a day, but as of now, and with the arrival of a new accounting staff, this issue will not occur again. Barns and Thornberg and MCCI bills are for services in December. Murphy stated that the community is concerned about the cost of legal fees, and asked what our fees are currently. Director Grover stated that FCL had about 9,000.00 in legal fees for Foster Swift last month and have received a bill for 6,000.00-7,000.00 for the first half of this month. Largent asked what these fees are for as the Personnel Committee has not used legal services. Director Grover stated there were 3 consultations for recent developments that were HR related, some contacts appear to be from Board members as they are only listed as, "client". Billing also includes time for board meetings, special board meetings, closed session board meetings, employment matters, FOIA consultations, personnel issues. Largent requested greater detail on these bills.

Vote: Aye: Huyck, Largent, Murphy, White, Stryd, Kelly, Duron-Willner

Opposed: None

Absent: Hahn

Motion passed

FINANCIAL REPORT

Huyck reported the reason for the high dollar amount in the money market account was due to deposits from taxes. Questions regarding the professional services bill indicate that our legal services are higher than average, as well as services from MCCI, and MBM for IT updates.

MOTION by Huyck to receive and file the financial statements as presented for the period ending March 31, 2021, was supported by Murphy.

Vote: Aye: Huyck, Largent, Murphy, White, Kelly, Stryd, Duron-Willner

Opposed: None

Absent: Hahn

Motion passed

COMMITTEE REPORTS continued

Finance Committee

No report

Personnel Committee

Largent discussed the Social Media policy being presented and it will need a motion for approval. They also looked at performance review goals for the Director. We are requesting

the authority to establish SMART goals for the Director (Strategic, measurable, attainable, relevant and time bound). They reviewed the WCBC report.

Attorney Blum discussed the draft social media policy. Blum said that he reviewed the policy and found that some changes were needed, but that it presently complies with the legal requirements.

MOTION by Largent to accept the Social Media policy as written was supported by Murphy.

Discussion: White asked what this policy would solve. Director Grover stated that there was not currently a specific social media policy in the employee handbook, that this will preserve the brand of the organization. White stated that he was unaware of problems on social media as he is not on FB. Jerea Jackson explained that having a social media policy is standard for all industries, that confidential documents have been posted, that proprietary information has been posted on social media. Stryd, felt that the policy was too lengthy. Jackson stated there is no standard length for a policy.

Vote: Aye: Huyck, Largent, Murphy
Opposed: Duron-Willner, White, Kelly, Stryd
Absent: Hahn

Motion defeated

Ad Hoc Committee

Murphy stated that the board should review the form and questioned if it needed to even be sent to Blum. Duron-Willner explained that the Ad Hoc committee was formed to address employee concerns by using a neutral external source. We met and created a draft form that be considered for harassment complaints. We now require board approval to send this draft to the attorney for review.

MOTION by Duron-Willner to have the board approve expenditures for counsel to review the final draft of the harassment complaint process that the Ad Hoc committee recommends was seconded by Kelly.

Kelly added that this is a mechanism to accept complaints of harassment that are not accepted in our current process. Largent stated that we do have established policies and procedures in place already, as well as an additional route to address concerns with the WCBC. Duron-Willner added that this specifically addresses harassment complaints.

Vote: Aye: Huyck, Largent, Murphy, White, Kelly, Stryd, Duron-Willner
Opposed: None
Absent: Hahn

Motion passed

Attorney Blum stated that there needs to be clarification going forward on who speaks to the counsel. He stated that his firm represents the library, who speak through the majority of the board. General practices is that counsel communicates with the Director and President of the Board. The Board must decide if other board members are authorized to contact legal counsel, and for what purposes.

Strategic Planning Committee

Murphy thanked Kelly for stepping up and agreeing to chair the Strategic committee going forward. Kelly reported the joint meeting with Steve Schneemann of Merritt Cieslak Design to consider what libraries of the future will look like. The Strategic Planning meeting with Stacy Charlesbois and Megan Drozan with a plan in mind to include the patrons, staff, the community and also to utilize the data that we have paid for. We hope to take our time and develop specific focus groups to talk about those themes further. We meet again May 27th.

Largent stated that when the board approved the new by laws at the last board meeting, there was a question as to whether SP was a permanent committee or a temporary committee. He asked if we need to amend the bylaws to change it to a permanent committee. White responded we can bring that fourth next month.

Bylaws Committee

Did not meet

UNFINISHED BUSINESS

WCBC report: Deb Hemmye who chairs the Working Conditions and Benefits Committee reported they are not a grievance committee or deal with patron issues. They address staff working conditions and benefits. Phones- employees would like former employees voice messages re-recorded. Staff would also like N-95 masks rather than surgical masks. Also, we would like a recycling bin for the Liberty street location. Waste management said that they cannot provide one. Also, e-mails from upper management often are not responded to. We are dead in the evenings and should not be open until 9:00 PM, and there are so few staff in the building. Staff should be paid to work 15 min. before and after the building opens or closes, and for safety should leave as a group. Please fix the elevators, we need advanced notice for scheduling, and substitutes to cover sick days and vacations. We would like the ban on overtime lifted, and to get paid overtime for working Sunday's. Also, increase the 24 hour limit for part time people. We did find out that 24 hour staff are allowed to work up to 28 hours with supervisor's approval. MBM needs to go.

Discussion: Duron-Willner asked what role do you envision the board to have in fostering some solutions. Deb Hemmye said that she would like responses coming from the Director with input from the board so that we can report back to staff on the status of what was decided. Largent suggested that the Facilities committee might be able to come up with a solution for the cardboard.

Duron-Willner suggested a study session to address the concerns or to delegate items for committees. Director Grover suggested that operational issues should first be addresses by the

Director and if anything needs policy decisions the board could address. Kelly stated she does not feel that a study session is needed and that many of these issues are operational which Director Grover can address.

Director Grover asked for clarification as to what were the objections for the social media policy.

MOTION by Duron-Willner to allow the Personnel Committee to review the issue of overtime, SMART goals, percentage of staff increase for the budget, and the social media policy was supported by Kelly.

Discussion: White stated that staffing concerns are operational. Director Grover stated that she has already brought up overtime in the Personnel Committee. The issue discussed with Blum is who should be exempt and who is non exempt to determine if a person is entitled to overtime pay. Presently all staff are non exempt at FCL whether they are in a supervisory position or not.

Vote: Aye: Huyck, Largent, Murphy, White, Kelly, Stryd, Duron-Willner

Opposed: None

Absent: Hahn

Motion passed

Largent asked if the internal investigation conducted regarding the EEOC complaint refers to the single complaint discussed in close session, or does it authorize Foster Swift to handle additional complaints that have been received in the same manner. White responded that he recalled the vote was for a single complaint. Largent asked what should the Personnel committee do with the additional complaints. White stated we have not reached any conclusion about how to proceed if there's a complaint against a member of the personnel committee, and I'll just say it's me, if there's a complaint against me. Duron-Willner suggested using the bid process for rfp for services. Largent indicated this may take too long.

MOTION by Duron-Willner to use Foster Swift with a screen in place, not including Mike Blum, to do those investigations that would potentially bring vicarious liability to the organization in line with the harassment policy, was seconded by Stryd.

Discussion: Murphy suggested that employee's deserve to have an outside person address these complaints, and Duron-Willner stated that if we were to use the same firm we already do business with, there is an ethical obligation to put a wall or shield between our present counsel and the counsel assigned to this investigation.

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

Opposed: Murphy, Huyck, Largent

Absent: Hahn

Motion passed

NEW BUSINESS

White stated that OMA states we must post draft minutes within 8 days. White asked that agendas and board packets be posted for the public by Monday evening prior to the board meeting. White also asked that recording of meetings be posted. I would suggest that the terms of the board members be put back on the website. White asked if all correspondence could be automatically sent to all board members. Duron-Willner said that she did not wish to receive these, that the Director should address concerns first. White asked if all board members could have library e-mails.

MOTION by Duron-Willner that the requirements under the (director's) contract include communications with the board president and secretary (re. correspondence) consistent with our bylaws to include resolutions and recommendations for action, was supported by Largent.

Vote: Aye: Murphy, White, Kelly, Duron-Willner, Stryd, Largent, Huyck

Opposed: None

Absent Hahn

Motion passed

White asked who Donald should report to for facilities concerns. Director Grover reported it is decided that he would report to her and she will report updates to the facilities committee.

MOTION by Largent to authorize up to \$15,000 for the design of the curbside windows and interior workspace for staff at the 12 mile and Liberty was seconded by Murphy.

Discussion: Kelly asked why it was needed. Director Grover explained that patrons love curbside service, it makes us more ADA compliant, staff safety.

Vote: Aye: White, Kelly, Murphy, Huyck, Largent

Opposed: Duron-Willner, Stryd

Absent: Hahn

Motion passed

Duron-Willner stated that she was concerned about an erosion of trust with the staff and feels the board has not been kept timely informed by leadership of administrative decisions, potential litigation, personnel issues that could result in litigation.

MOTION by Duron-Willner for a vote of no confidence for the leadership of the Director was supported by Stryd.

Discussion: Murphy agreed there was a leadership problem that has been here much longer than the Director has been employed here at FCL, and that this is a board leadership problem. This board is very divided, and the Director is just following the boards direction. Largent

stated that this Director has had to navigate between two factions of the board and try to keep people happy while watching the dysfunction that's continued under Jim's leadership.

Vote: **Aye:** White, Kelly, Duron-Willner, Stryd
Opposed: Murphy, Largent, Shyck
Absent Hahn

Motion passed

MOTION by Duron-Willner to offer paid administrative leave to the acting Director effective immediately, while a closed session is arranged within a 7 day time period if she opts under section 8 of the OMA to do so in closed session, was supported by Stryd.

Vote: **Aye:** White, Kelly, Duron-Willner, Stryd
Opposed: Murphy, Largent, Shyck
Absent Hahn

Motion passed

Largent stated that for the sake of decency, we give the Director time to absorb what had happened and to respond to us in writing at her leisure. President White agreed.

MOTION by Stryd to disband all committees for 90 days, and during those 90 days we have a study session to re-evaluate whether we want to stick as a no committee or a committee of the whole board, or if we don't want to do that, what is the scope of the committee roles in light of the OMA, was supported by Duron-Willner.

Discussion: Murphy asked what is the purpose of disbanding the committees? Stryd responded to allow time to decide if having committees is a wise decision, and to determine scope of the committee roles. Murphy asked since you consulted with Mike Blum, why is he concerned about this now? Stryd responded her conversation was confidential. Kelly asked for the motion to be amended to 60 days. Stryd agreed to amending the motion to 60 days. Largent noted that committees are designed to bring facts and issues to the board and the board decides if it wants to take action.

Vote: **Aye:** Kelly, Stryd, White
Opposed: Largent, Huyck, Duron-Willner, Murphy
Absent Hahn

Motion defeated

Motion by Duron-Willner to allow the Director seven days to respond, whether or not closed session is requested to discuss the vote further, and paid leave in that time period with the acting director being the library manager, was supported by Kelly

Vote: Aye: White, Kelly, Duron-Willner, Stryd
Opposed: Largent, Murphy
Abstain:
Absent Hahn, Huyck

Motion passed

Murphy asked if White had contacted the Farmington Hills city council to set up a joint study session with the library board to discuss the skill set needed for the person who is going to replace Paul. White said he has not done so, but it is something he can do. Duron-Willner stated that we don't have a liaison and advocating for a liaison will further transparency and collaboration.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

Largent gave a statement in support of Director Grover and her hard work, encouraging city council members to appoint people who understand how organizations work and the proper role of a trustee and board. He urged the council not to reappoint Jim White, and announced his upcoming resignation from the library board.

PUBLIC COMMENT

Jeff, Kelly, Suzanne, Sam, Roxana, Eva, Joe, Eric, John, Glen and Gordon commented on thanking Paul and Bill for their service, consider having open committee meetings, concern Riti's leave is motivated by white privilege, thanking the board, requesting continuity with Metro Net, unhappy with the boards decisions, and Jim's next door neighbor, who's wife is a former employee, voiced support for Jim.

ADJOURNMENT

Motion by Kelly to adjourn the meeting at 10:50 PM was seconded by Duron-Willner

Vote: Aye: White, Kelly, Duron-Willner, Stryd
Opposed:
Abstain:
Absent Hahn, Huyck, Largent, Murphy

Motion passed

The next meeting of the Library Board is scheduled for Thursday, May 13, 2021 at 6:00 pm. Via audio ZOOM.

Respectfully Submitted,

Renee Murphy, Secretary
Library Board of Trustees

DRAFT