



**Farmington Community Library
Board of Trustees Meeting
Thursday, March 14, 2024
6:00 p.m.**

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Farmington Community Library

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Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
March 14, 2024

- **Call to Order**
- **Approval of Agenda**
- **Minutes**
 - Approval of February Minutes
- **Public Comment (3 minutes per person)**
- **Treasurers Report**
 - Approval of February operating bills 2024
 - Financial Reports
- **Friends of the Library**
- **Director's Report**
- **Unfinished Business**
 - 24/7 pick-up Lockers
- **Sub-Committee Updates**
 - **Finance Committee**
 - Approval of March budget amendment
 - Draft budget fiscal year 2024-2025
- **New Business**
 - Budget hearing (May) discussion
- **Correspondence**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – February 8, 2024**

Board Members Present: Murphy, Brown, White, McClellan, Hahn, Snodgrass

Board Members Absent: Muthukuda, Doby

Staff Members Present: Siegrist, Showich-Gallup, Baker, Peterson

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:05 by President Ernie McClellan..

APPROVAL OF AGENDA

MOTION by Murphy to approve the Agenda for the February 8, 2024 Board meeting was supported by Brown.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held on January 11, 2024,, was supported by Snodgrass.

Vote: Aye: Murphy, Brown, White, McClellan, Snodgrass

Opposed: None

Abstain: Hahn

Motion passed.

TREASURER'S REPORT (K. Brown)

MOTION by Brown to approve November expenditures totaling \$674,726.93 was supported by Hahn.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

MOTION by Brown to receive and file January 2024 financial reports was supported by Snodgrass.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

FRIENDS' REPORT (S. Charlebois)

- Friends' board is considering a citywide mailing this spring.
- A Giving Day will potentially be held during National Library Week in April.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- The regular March Library Board meeting will be held at downtown Farmington. Meeting, as always, is open to the public.
- New library cards based on designs by contest winners are now available. Getting a new card means getting a new patron number.
- Upcoming programs include Battle of the Books, the Odds and Ends Art Auction, and the Community Rummage Sale.

UNFINISHED BUSINESS

Michigan Class

MOTION by Brown to move money in Endowment Fund and \$4 million from Comerica Millage Money Market account into Michigan CLASS was supported by Murphy.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

Defined Contribution Waiting Period

MOTION by Hahn to initiate 5-year vesting period for defined retirement contribution for new hires, with a library match of 50 cents to employee's dollar, up to five percent of salary, was supported by Murphy.

Vote: Aye: 2

Opposed: 4

Motion failed.

MOTION by White to initiate 5-year vesting period for defined retirement contribution for new hires, with a library match of one dollar to employee's dollar, up to five percent of salary, was supported by Brown.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

Merit Pay Above Salary Range

MOTION by White to allow merit pay to be paid in lump sum if qualifying employee is at top of salary range was supported by Murphy.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

Meeting Room Rental Fees

MOTION by Snodgrass to waive rental fees for meeting rooms was supported by White.

Vote: Aye: All in favor (6-0)

Opposed: None

Motion passed.

SUBCOMMITTEE UPDATES

Personnel - none

Master Plan - none

NEW BUSINESS

Hold lockers - no motion

MOTION by Doby to add Dilhara Muthukuda to the Personnel Committee was supported by Snodgrass.

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

Opposed: None

Motion passed.

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

None

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:26. The next meeting of the Library Board is scheduled for Thursday, March 7, at 6:00 pm at Downtown Farmington.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

Director's Report March 2024

Patron Comments

Included in your Board packet.

Farmington Hills Police Drop Off Paczkis

On Tuesday February 13, the Farmington Hills Police Department dropped off Paczki treats to the staff at the Farmington Hills Library.

Seed Library Kickoff

On Saturday, February 24 we re-opened our Seed Library. 200 people came to check out the seeds we have available and get a start on their gardening.

Literacy Celebration Event with FAAPN and AKA Sorority

On Saturday, March 23 FAAPN and AKA Sorority are holding a Literacy Celebration Event and has requested the library attend to promote the library, books and resources, and assistance. The focus will be K-8th grade. Children's and Teen Services staff will be in attendance.

Detroit Public Television Filming at Farmington Hills Location

A film crew for Detroit Public Television filmed at the Farmington Hills Library on Friday, March 8. Detroit Public Television is creating a segment called "Imagine the Possibilities", showcasing several locations around metro Detroit.

Budget Amendment/ Budget FY 2024-2025

As written in the board bylaws, a draft of a budget for FY 2024-2025 is to be presented at the March meeting. This is a very preliminary draft as the L-4029, provided by Oakland County, will not be available until April. Plante Moran added 3% to the FY 2024-2025 tax revenue to get the numbers for the draft.

In addition, at the March meeting a budget amendment is needed to align budget lines with the percentage of the year past.

Staff Changes

Judy Donlin retired on February 29. Judy was an Adult Librarian and had been with FCL for over 17 years. Jillian Beckwell submitted her resignation effective February 27. Jillian had been in the Interlibrary Loan Department for the past 10 months. She had an opportunity for a job at a university library that fits into her goal in acquiring an MLIS.

Greater Farmington/Farmington Hills Area Chamber of Commerce Morning Boost

The Library will once again host a Chamber Morning Boost on Thursday, April 4 from 8:00 – 9:15 AM. Light refreshments will be served. This is a great opportunity to connect with the business community.

State of the Cities

The State of the Cities Address took place on Wednesday, March 6, 2024. In attendance were Ernie McClellan Jr., Kathie Brown, Sherri Vaughn, Kelley Siegrist, Sarah Zitter, Maria Showich-Gallup, Jillian Baker, and Sandhya Kammanadiminti.

Submitted by

Kelley Siegrist

Director