

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

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

Board Members Absent: Hahn

Staff Members Present: Siegrist, Peterson, Wrench, Showich-Gallup, Zitter Masindi

Staff Members Absent: None

**CALL TO ORDER**

The Board Meeting was called to order at 6:04 p.m. by Board President Duron-Willner.

**APPROVAL OF AGENDA**

**MOTION** by Murphy to approve the Agenda for the February 10, 2022 Board meeting, was supported by Brown.

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

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by White to approve the Minutes of the Regular Board Meeting on January 13, 2022, was supported by Stryd.

**Vote: Aye: Stryd, White, McClellan, Brown, Murphy**

**Opposed: None**

**Abstain: Duron-Willner, Kelly**

**Motion passed.**

**OPERATING BILLS**

**MOTION** by Brown that the Board of Trustees approve expenditures totaling \$265,887.55 was supported by Stryd.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**FINANCIAL REPORT**

**MOTION** by Brown to receive and file the Monthly Budget for January, 2022, was supported by White.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**FRIENDS' REPORT** (Stacey Charlesbois)

- Solicitation letter will be going out to all residents of Farmington and Farmington Hills in April.
- Friends looking at setting up process for online donations.
- Web page is being redesigned.
- Amazon Smile is another way to give.

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- Gala will be June 3 at Twelve Mile. “Cool to Duel” dueling pianos will entertain.
  - Book sales likely in May and October / November.

### **LIBRARY DIRECTOR’S REPORT**

- Supervisors are participating in a workshop series on diversity, equity, and inclusion offered through The Library Network.
- Smart goals and training and development are being integrated into evaluation of staff.
- Process of onboarding of new staff is being examined.
- Situation with ADP is not smooth. On February 9, 2022, KS told ADP she had “no confidence in their product”. Exploring options, but KS realizes FCL may have to stick with ADP.
- Relationships continue with Farmer’s Market (Little Sprouts Corner) and Korner Barber (creating window displays that overlook Grand River and Farmington).
- Supervisors agree that (hopefully) things have calmed to a point where they can again look forward and think about innovating.
- Considerations for board to get more information: EveryLibrary.org offers pro bono campaign consulting for millages. International Federation of Library Associations and Institutions (IFLA) released report naming five trends important to libraries desiring to evolve.
- Spotlight on a staff member. This month: Sarah Zitter Masindi.

### **FACILITIES REPORT** (Donald Wrench)

- Architects have all necessary information regarding large fire door at Twelve Mile. Developing plan for next steps.
- Installing light switches at Twelve Mile so that interior lights need not be controlled with breakers will begin in March. Estimated cost: \$5,600 plus wall rebuild.
- LED light project for exteriors will continue in warmer weather.
- Drinking fountains at Liberty Street will need replacing. Estimate: \$15,147. New system would be a bottle system. Estimate does not include rebuilding wall.
- New media display panels and cases for each building entry are being studied by IT/AV Department. Estimated cost: \$8,000 for each building to install panel and case.
- On horizon:
  - Buildings: roofs, Liberty Street back porch
  - Technology: automated material handling system (conveyor), network infrastructure, new servers / move servers

### **COMMITTEE REPORTS**

#### **Strategic Planning** (Michele Kelly)

Met on January 18 and on February 9. Committee looked at examples of RFPs for a consultant. Desire would be to coordinate any space utilization study and efforts of consultant so that these do not overlap.

As far as timeline, committee is considering “Looking to 2030” which would be seven years.

#### **Personnel Committee** (Ernie McClellan)

Met on February 9. Committee is studying organizational chart and wage structure. Draft of Non-Harassment Policy was distributed to board.

### **UNFINISHED BUSINESS**

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- Space Utilization Study - Both firms who submitted bids will be invited to present at March meeting.

- Liberty Street doors

**MOTION** by Kelly to approve replacement of entry doors at Liberty Street at estimated cost of \$35,000 was supported by Duron-Willner.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

- Covid Pay - library administration will monitor

#### **NEW BUSINESS**

- President Duron-Willner will pursue setting up board retreat.

#### **BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**

None

#### **CORRESPONDENCE**

None

#### **PUBLIC COMMENT**

S. Charlesbois - please look at the full report from the IFLA (mentioned by KS in Director's Report).

#### **ADJOURNMENT**

**MOTION** by White to adjourn the Board Meeting, was supported by McClellan.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

The Board meeting was adjourned at 8:04 pm by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, March 10, 2022, at 6:00 pm.

Respectfully Submitted,

*Jim White*

Jim White, Secretary  
Library Board of Trustees