

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - March 12, 2025
Downtown Farmington Branch**

Board Members Present: Muthukuda, Brown, Murphy, Doby, Snodgrass, Snead, White (late)

Board Members Absent: McClellan

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

Staff Members Absent: None

CALL TO ORDER

The Regular Board Meeting was called to order at 6:05 by Vice President Dilhara Muthukuda.

APPROVAL OF AGENDA

MOTION by Snodgrass to approve the Agenda for the March 12, 2025 Board meeting, moving public comment to the beginning of the meeting, was supported by Brown.

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

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by ~~Snodgrass~~ Snodgrass to approve the Minutes of the Regular Board Meetings held January 9, 2025, and February 13, 2025 (no quorum) was supported by Murphy.

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

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying January 2025 operating bills totaling \$417,674.70 was supported by Doby.

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

Opposed: None

Motion passed.

MOTION by Brown to approve paying February 2025 operating bills totaling \$350,364.27 was supported by Doby.

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

Opposed: None

Motion passed.

MOTION by Brown to receive and file the January and February 2025 financial reports was supported by Doby.

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

Opposed: None

Motion passed.

(White arrives.)

FRIENDS' REPORT (S. Charlesbois)

- Book sale will take place April 25-27. Art auction will be held at same time.
- Roughly \$1,000 raised by selling books on E-Bay.
- SC wants to investigate changing membership structure for Friends.
- Friends will host a connection to virtual United for Libraries retreat on March 22.
- The Gala will be held Friday, June 6. Format may change in the future.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- KS showed heat map of average annual incoming door count for 2022-2025 broken down by hour. Busiest hour for incoming traffic at both branches is when doors open on Sundays. Heat map will drive other discussions.
- J. Baker will present FCL and its services to the Farmington Optimists on March 19.
- M. Showich-Gallup presented library services at Literacy Celebration held by Farmington African American Parent Network (FAAPN) and AKA Sorority on March 1.
- Supervisors have enjoyed and gained from working through the DISC Leadership Profile.
- Small Business Lunch and Learn Series is continuing.
- FCL will participate in the Community Expo to be hosted by Farmington Public Schools on May 7.
- One of most popular items in Library of Things right now is a Seasonal Affective Disorder lamp.

Rebecca Brown and Sarah McCarthy (YA Librarians) present teen services.

- Battle of the Books will be held Friday, April 11.

UNFINISHED BUSINESS

Tax Capture

No motion.

SUBCOMMITTEE UPDATES

Finance (K. Brown)

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MOTION by Brown to amend the FY 2024-2025 budget, increasing revenue to \$8,570,527 and reducing expenditures to \$8,243,029 was supported by Murphy.

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

Opposed: None

Motion passed.

FY 2025-2026 Budget

- Budget hearing to present draft of FY 2025-2026 budget will be held preceding regular board meeting on May 8.
- Budget approval necessary by June.

Facilities (S. Snodgrass)

MOTION by White to approve moving forward on the projects designated "Phase One" on the Master Plan was supported by Brown.

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

Opposed: None

Motion passed.

MOTION by White to approve up to \$54,000 for installation by Allied Sign of the outdoor digital sign at Twelve Mile was supported by Snead.

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

Opposed: None

Motion passed.

- Next Facilities meeting will be April 3. Beginning in April, Facilities will also meet on the Monday after the regular board meeting each month.

Personnel (D. Muthukuda)

MOTION by Muthukuda to approve 2025-2026 merit raises of up to 4% (at discretion of supervisors) was supported by Doby.

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

Opposed: None

Motion passed.

NEW BUSINESS

- Paid Leave

MOTION by Muthukuda to re-adjust paid leave policies for full-time and part-time employees as well as for shelvers / aides / substitutes in order to comply with state law was supported by Doby.

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

Opposed: None

Motion passed.

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- Programming Policy

MOTION by Doby to adopt Programming Policy was supported by White.

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

Opposed: None

Motion passed.

- June 6 closing for Gala

MOTION by Doby to approve 4:00 pm closing of FCL on June 6 to prepare for Friends Gala was supported by White.

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

Opposed: None

Motion passed.

CORRESPONDENCE

None

PUBLIC COMMENT

None

TRUSTEE COMMENT

K. Brown - libraries in Michigan including FCL could be impacted by actions of the Trump administration.

The state (and FCL) could lose federal money if the Institute for Museums and Library Services (IMLS) is affected, or potentially because of federal elimination of DEI efforts.

FCL could lose any grant for an EV charging station if those grants are no longer funded.

(NOTE: on Friday, March 14, the day after the board meeting, an executive order was issued calling for the elimination of the IMLS)

S. Snodgrass - how would board vote on something in between meetings, if necessary, such as for construction? Answer: if a vote was NECESSARY, then a special meeting would have to be called, giving 18 hours notice to public. Opportunity for public comment must always be given.

S. Snead - thank you for FCL staff participation in the African American Read-In event hosted by Oakland Schools featuring Jacqueline Woodson.

ADJOURNMENT

The Board meeting was adjourned by Vice President Muthukuda. The next meeting of the Library Board is scheduled for Thursday, April 10, 2025, at 6:00 pm.

**Farmington Community Library Board of Trustees
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Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees