

Farmington Community Library Board of Trustees Meeting
6:00 PM Held Online Via Zoom January 14, 2021
32737 W. 12 Mile Road, Farmington Hills, MI 48334

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

Board Members Absent: None

Staff Members Present: Grover, Peterson, Seigrist

Staff Members Absent: None

CALL TO ORDER

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

Introduction of the Board Members.

President White gave an opening statement expressing condolences for the loss of JoAnn Button to staff and to her family.

APPROVAL OF AGENDA

Motion by Hahn to approve the Agenda was seconded by Stryd.

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

Absent: Huyck

Motion Passed.

APPROVAL OF THE MINUTES

Motion by Largent to approve the December 10, 2020 Minutes as written was seconded by Stryd.

Discussion: Murphy corrected spelling of treasure to Treasurer in unfinished Business section.

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

Absent: Huyck

Motion Passed.

Motion by Stryd to amend the agenda to move Financial Reports and Operating Bills until later, and skip to Correspondence.

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

Absent: Huyck

Motion Passed.

CORRESPONDENCE

Murphy reported there were three e-mail correspondence from Michael Shereda, Colleen McWhinnie and Beverly Weidendorf. All e-mails were responded to.

LIBRARY DIRECTOR'S REPORT

Director Grover thanked patrons and staff for their ideas and suggestions and gave the following updates:

- As of Jan 4 Library hours were increased from 38 to 68 hours
We are now open M-Th 9:00-9:00 PM, Fri and Sat 10:00-6:00 and Sun 1:00-5:00 PM.
- Contactless curbside services, drop boxes, phone and e-references, digital library, digital library, virtual programs, and sign up for library cards continues.
- It is with great sadness we report the passing of JoAnn Button, and wish her family and friends our deepest condolences.
- Team leads are working on scheduling for Feb with the plan for increased in-person services if feasible, in compliance with state directives from Mi HHS. We have increased safety with additional help from the cleaning service by having day porters.
- Welcome new staff members Sandy Herman in children's services, LiJun Xue in Tech services, Kaliha Williams in Young adult, and Faren Watson in Adult services.
- Congratulations to Deb Hemmye, Lisa Laesch-Vanstone, Crystal Corcoran, and Sandi Koponen on their new positions.
- Bids have been requested through bidnet for curbside window, drive through installation the bid closing date is 1/22/21.
- Year-end reports were filed relating to our Audit.
- IT services upgrades continue including updates of Win select and deep freeze on the public computers.
- The inner sliding doors at the patron entrance and the door at the employee entrance at the 12 mile location have been replaced.
- Curbside services increased from 3,510 (1283 in Nov) holds placed was 15,568 in Dec (5,945 in Nov)
- We have received 39 new likes on Facebook page to 3,191.
- 7,719 E-books checked out this November compared to 5,945 last November, 2019.
- FB performance survey on Sprout Social provides pertinent data analysis. MCCI assisting staff.
- December saw 615 people participated in 40 programs
- Kelly Siegrist provided an update of Dec programs provided for adults, teens and children including Holiday sing along, Children's letters for the library, with 38 participants, YA Healthy You, a joint project with the Police dept about on-line safety, and winter crafts for young adults.
- Patrons provided artwork for Operation Goody Bag, The Farmington Area Optimist Club and FH Special Services worked with us on a Story Book Trail. Please participate in upcoming MLK Jr. activities.
- Please continue your support of Friends of the Library. They have received 421 donations so far.
- Director Grover asked for individual meetings with Board members to determine their Goals and vision to help her create an Organizational vision for 2021.

Discussion: Stryd asked about the status of MCCI and if they are training our staff. Director Grover explained that they are presently training staff for taking over and how the team can utilize social media.

and streamline the message. MCCI will be discontinued when staff indicate they are comfortable and knowledgeable.

Largent asked about staff concern regarding curbside services after dark. Director Grover checked on usage and found about 4.3 pickups per hour from 6:00-7:00.

OPERATING BILLS Huyck discussed details of the operating bills, including BC/BS network insurance bill, books, etc.

MOTION by Huyck that the Board of Trustees approve expenditures for the operating bills for December, 2020 totaling \$355,412.42 was supported by Murphy.

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

Motion passed.

President White requested that the total of the operating bills be added to the statement.

FINANCIAL REPORT

Huyck stated the budget is being worked on with Plante Moran and will be ready for the next Board meeting in Feb. The Finance committee will be working on this in the Feb 4th meeting.

MOTION by Huyck to receive and file the financial statements as presented for the period ending Dec 31, 2020, was supported by Stryd.

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

Motion passed.

COMMITTEE REPORTS

Strategic Planning Committee

No meeting was held this month, but a meeting is scheduled for January 28th.

Finance Committee

Huyck reported that the Finance Committee will meet to work on the budget Feb 4th and report on it at the next Board meeting.

Facilities Committee

Largent reported the Facilities Committee did not meet. The cost of the cleaning services will run approximately 1950.00 per month. Donald, Megan and I will be meeting to explore adding a drive up window.

Personnel Committee

P.C. met with attorney Mike Blum, discussing exempt vs non-exempt employee status. This was deferred until the HR Director is hired. We also discussed Director Grover's contract which remains unsigned. We hope to have this ready for the next Board meeting.

Ad-hoc Bylaws Committee

There was no report from the Bylaws Committee.

UNFINISHED BUSINESS

Discussion: Hahn revisited the motion made in November by Duron-Willner, to limit contact and dependence on outsourced services with external vendors, consultants, firms or independent contractors. He reported that this does not work for the Treasurer position as decisions must often be made immediately.

MOTION by Hahn to reverse the decision which prevents Board members or the Director from contacting or communicating with vendors or potential vendors, was supported by Largent.

Discussion: Stryd discussed the need for any Board member who has a relationship with a vendor to recuse them self from voting or from communicating with that vendor. Kelly requested a step two be included which will address a proper process.

Vote: **Aye:** Huyck, Largent, White, Hahn, Stryd, Kelly

Absent: Duron-Willner

Opposed: White

Motion passed

MOTION by Kelly to move to the By-laws committee to create a by-law which includes good faith dealings was seconded by Hahn.

Discussion: White requested a time line for this to occur.

Motion was amended by Kelly to be completed by next meeting.

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

Absent: Duron-Willner

Abstain: None

Opposed: None

Motion passed

President White asked what our plan is for opening the library for more in person service. Director Grover said that she and the Managers are currently planning and creating schedules for staff. She is watching the infection rate in Oakland County, as well as taking into consideration state directives.

NEW BUSINESS

MOTION by Murphy to continue the services of MBM for 90 days or less, to be determined by the Library Director, for continued upgrades to the IT system was seconded by Stryd.

Discussion: Kelly asked about the status of hiring an IT specialist. Director Grover responded that the intent is to have an IT Supervisor who will overlap with MBM, to ensure they are updated as to what has been done. The position has not been posted yet. Largent stated that the Board and Director should look at and evaluate the need for this position, and the Personnel Committee should further explore all options.

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

Absent: Duron-Willner

Abstain: None

Opposed: None

Motion passed

Public Comments:

Public comments were given by Maria, Jeff, Michael, Kelly, Cecilia, Eric, Patricia, Colleen, Suzanne's husband, expressing concern about Board decisions, FOIA requests, increased Board transparency, improved communication, response to emails, and need for outsourcing.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

Murphy requested that all proposed motions be submitted in writing at least 48 hours before Board meetings to allow time to review and consider the motion, as well as to prevent confusion or making rushed decisions.

President White and Board member Stryd agreed this was a good suggestion.

President White encouraged support for Friends of the Library and participation in MLK Jr. activities.

Largent thanked the community for their feedback and input. Largent encouraged them to consider the positive gains that have been made and the great job Director Grover has done during this difficult time. He pointed out that if there is room for improvement, then it needs to occur.

ADJOURNMENT

By acclamation

The Board meeting was adjourned at 8:27 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, February 11, 2021 at 6:00 pm. Via ZOOM.

Respectfully Submitted,

Renee Murphy, Secretary
Library Board of Trustees