

Farmington Community Library Board of Trustees Meeting
6:00 PM Held Online Via Zoom December 10, 2020
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 6:05 p.m. by Board President White.

Introduction of the Board Members.

President White gave an opening statement discussing the many changes that have happened this past year, and acknowledged that some of these changes have caused hardship for staff and patrons. Thankfully the furlough is over and we must now move forward and support Director Grover in her effort to move the library in a positive direction in 2021.

APPROVAL OF AGENDA

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

Vote:

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

Opposed: None

Motion Passed.

APPROVAL OF THE MINUTES

Motion by Kelly to approve the December 10, 2020 Minutes as written was seconded by Huyck.

Vote:

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

Opposed: None

Motion Passed.

OPERATING BILLS Huyck discussed details of the operating bills, including large expenses such as BC insurance, books, elevator expense, etc.

MOTION by Huyck that the Board of Trustees approve expenditures for the operating bills for November, 2020 totaling \$375,171.79 was supported by Murphy.

Discussion: Hahn requested more specifics for locating Accounts payable total costs.

Vote:

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

Opposed: None

Motion passed.

FINANCIAL REPORT

Huyck provided update on income from taxes, budget, **etc.**

MOTION by Huyck for the approval of the financial statements ending Nov 30, 2020. was supported by Kelly.

Vote:

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

Opposed: None

Motion passed.

Audit Presentation- Huyck reported that the Audit by Alan Young and Assoc. was postponed until 9/1/20 due to the pandemic. Jay Wilde from Alan Young and Assoc. presented an overview of the audit. This online audit went smoothly with no material weaknesses or significant deficiencies identified. The General Fund revenues increased by around \$308,000. Expenses decreased this year by 9%. The library Fund balance is \$6,426,098.00 which includes assigned (\$2,080,794), unassigned (\$3,646,059), and committed funds (\$254,000).

MOTION by Huyck to accept the Audit report for fiscal year June 30, 2020 was supported by Largent.

Vote:

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

Opposed: None

Motion passed

PRESENTATION: Clare Membiela, from the Library of Michigan. Clare discussed the expectation of the Library Board, including duties, responsibilities and the need to provide services and access. Clare provides legal insight into options and decisions made, as well as what resources are available at the Library of Michigan. Boards should work as a collective body and not individually. They are not responsible for daily operations, supervising library staff, implementing programs or services, or enforcing policies to patrons or staff. Staff or patron concerns may be brought to the Board only after concerns have first been addressed by Supervisors, Managers or the Library Director. Library Boards are responsible for financial oversight, fiduciary Duty, to support the Director and the community, provide advocacy, and must practice ethical responsibility.

CORRESPONDENCE

- Murphy reported there was one e-mail correspondence concerning data bases not being accessible for a while. On Dec 2, we were in fact down for a short period of time to address IT concerns.

LIBRARY DIRECTOR'S REPORT

- Director Grover thanked patrons and staff for their support and shared the following Library activities:
- Director Grover informed about planned IT maintenance on December 2, 2020. Announcements regarding scheduled maintenance were made to the staff, and public well in advance because some services were not going to be available during the maintenance
- Transition from Phase 5 to Phase 2 on 12/10/20 due to worsening pandemic conditions. Contactless curbside service has increased from 32 to 38 hours per week. M, Tu, Th, F 10:00-6:00 and Sat 9:00-3:00.
- Remote Audit was completed

- MBM contract has been extended for IT updates.
- Clare Membiela from Library of Michigan presented to the staff on November 11, and Andre Ebron from Ebron Associates on December 9, 2020 addressed the staff.
- Staff participated in local charities, contributing to Adopt a Senior, Holiday Angels, and Goodfellows.
- November door count was 6,387 persons, which is down from November 2019 count of 43,066.
- Curbside pickups were 1,283 in Nov. compared to 981 in Oct. There is presently very little back up of hold items.
- All furloughed employees received communication from us regarding their status of employment with FCL by November 20, 2020. No employee is currently on active furlough. The last wave of staff recalls was November 30th through December 14,2020
- Candidates selected for the new and open positions will join us starting December 21, 2020 through January 2021. Throughout the hiring process we encouraged all staff members onboard and on furlough; as well as those that worked as substitutes with a goal to be a part of the regular staff, to apply or reach out to discuss how they can contribute more as member of team FCL
- We have received 10 new likes on Facebook page to 3,152. 7503 E-books checked out this Nov compared to 5,571 last Nov, 2019.
- Kelly Siegrist provided an update of November programs provided for adults, teens and children including a joint MSU program for Communicating through Conflict, Children's programs include Paws for Reading, letters for the library, and winter crafts for young adults.
- Facilities: The new front doors will be installed Dec 14-16. The new elevators installation has been pushed to March 2021 due to the pandemic.
- Director Grover discussed two policies to be considered: The temporary remote work policy and the Covid-19 Preparedness Response Plan policy.
- Please continue to support Friends of the Library as they have had less opportunity for raising funds due to the pandemic.

COMMITTEE REPORTS

Strategic Planning Committee

Murphy gave a summary of the meeting, reporting that they received an update from Jason at MBM regarding the work completed and what still needed to be done to secure the IT infrastructure. Kelly gave us an update on the challenges staff face to increase patron usage, access, and services given limited person to person contact. Kelly provided insight into the present Strategic Plan and its strengths and limitations. The Strategic Plan will need to be flexible due to the continued safety concerns regarding the pandemic.

Finance Committee

Huyck reported that the Finance Committee will begin having monthly meetings. He reports that he will be retiring in May.

Facilities Committee

Largent reported the Facilities Committee did not meet. The two door replacement will cost approximately \$30,000, the elevators will not be installed until March so we will wait on final payment, and the women's toilet was clogged and is now fixed with notice sent to the cleaning company to not put cleaning towels in the toilet. A new fire panel was installed at Liberty branch. The 2014 utility van received new tires, winter weather inspection will begin, and Dec 9 a thorough cleaning was completed including waxing the floors by the conveyors.

Personnel Committee

P.C. met and decided to table addressing the Employee Handbook until the new HR Supervisor is in place. Committee suggested a draft template for director's review. For this time we recommended a hybrid approach, to write up a summary of issues and accomplishments she addressed for 2020 and submitted to the full board for review with feedback from the board sent back to the P.C. for consolidation. For 2021 we recommend a Performance Review template which can be enhanced if needed.

Ad-hoc Bylaws Committee

There was no report from the Bylaws Committee.

UNFINISHED BUSINESS

Discussion: Huyck reported the motion made by Duron-Willner to limit dependence on contacting outsourced services, external vendors, consultants, firm, or independent contractors does not work for the Treasurer position as decisions must often be made immediately. It is very difficult for a treasurer to work with that kind of limitation on contacting external vendors. Possible modifications to the motion will be discussed. No further action is needed at present.

MOTION by Stryd to accept the Performance Review presented by Duron-Willner and complete the

Performance Review by Jan 31st to be completed by the entire Board, was supported by Kelly
Discussion: Largent requested modifications that the tool include a chronology of events for the past year which reflects the hybrid nature. Stryd agreed and made the motion with the requested modification.

Vote:

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

Absent: Murphy

Abstain: Hahn

Opposed: None

Motion passed

MOTION by Stryd to complete a 360 Review between June 30th and July 31st, was supported by Kelly.

Discussion: This could be an evaluation with input from direct reports and the Board of Trustees. Duron-Willner expressed concern about recommending this tool before the HR person is brought on board; for understanding the methodology for this kind of a tool to be used correctly and effectively. Kelly suggested modifying the motion to say, "a more comprehensive review" rather than 360 Review. Largent suggested tabling this until more information is gathered and a specific set of metrics is offered. Motion was **withdrawn** by Stryd.

NEW BUSINESS

MOTION by Largent to approve the written Remote Work Policy presented, was seconded by Stryd.

Discussion: Duron-Willner noted that remote work should be done during normal work hours, and that overtime must still be pre-approved by supervisors or Managers. Director Grover would like to discuss changes to the policy with her Supervisors and Managers.

Vote:

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

Absent: Murphy

Abstain: Hahn

Opposed: None

Motion passed

MOTION by Largent to approve the written Covid-19 Preparedness and Response Plan presented was seconded by Stryd.

Discussion: Kelly said this appears to be a retroactive Directive and questioned why it was not more general for all public health situations. Director Grover stated this Policy was adapted to be in compliance with MIOSHA emergency rules on covid-19, files with the Secretary of State on October 14, 2020, and is in compliance with state Emergency rules.

Vote:

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

Absent: Murphy

Opposed: None

MOTION by White to end the relationship with Barnes and Thornberg effective immediately was supported by Hahn.

Discussion: Largent suggested the end of their service be the end of the year. Hahn said that the retainer for Barnes and Thornberg is open ended. Hahn also noted that they charge more per hour than Foster Swift. Hahn agreed to amend the motion to end the contract by Dec. 31, 2020.

Vote:

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

Absent: Murphy

Opposed: None

Motion passed

MOTION by Kelly to waive the \$680.00 fee for the FOIA request, which was needed for redacting personal information from the Pepper survey, was seconded by Stryd.

Discussion: Duron-Willner stated these fees could have been prevented if we had been more proactive with transparency. Duron-Willner also noted that future fees for FOIA requests should remain shared. Hahn and Largent expressed concern about setting a precedent.

Vote:

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

Absent: Murphy

Opposed: none

Motion passed

Public Comments:

Public comments were given by Michael Shereda, Kathy, Frank, Rachel, Cecilia, Kelly, Cecilia, Jeff, CM, Suzanne, Eric, expressing concern about Board decisions regarding FOIA requests, former employee

status, attorney duties, response to emails, staff concerns, Director performance review, and the direction of the library.

President White responded to the comments stating that no patrons are being abandoned, but unfortunately, 1:1 interactions with seniors are extremely limited due to Covid-19. Also, he understands that improved communication is needed to rebuild trust.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

Duron-Willner wished a Happy Hanukah to those who celebrate. She stated she attended the Gratitude workshop by Andre Ebron and found it to be a remarkable experience. The presentation highlighted the gratitude that the community feels toward the library staff, as well of the gratitude we have for things in our lives.

Largent reported that we tried to launch a Reading initiative program between many stakeholders which has been badly stalled due to Covid-19. We will be working with Dr. Kelly Koffin to kick off this program.

President White wished everyone a happy holiday season.

ADJOURNMENT

MOTION by Largent to adjourn the Board Meeting

Vote:

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

Opposed: None

Absent: Murphy

Motion passed.

The Board meeting was adjourned at 10:28 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, January 14, 2021 at 6:00 pm. Via ZOOM.

Respectfully Submitted,

Renee Murphy, Secretary
Library Board of Trustees