

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – January 13, 2022
Draft**

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

Board Members Absent: Duron-Willner, Kelly

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

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:02 p.m. by Board Vice President McClellan.

APPROVAL OF AGENDA

MOTION by White to approve the Agenda for the January 13, 2022 Board meeting, was supported by Stryd.

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 on December 9, 2021, was supported by Stryd.

Vote: Aye: Stryd, White, McClellan, Brown

Opposed: None

Abstain: Hahn, Murphy

Motion passed.

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve expenditures totaling \$445,428.72 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 December, 2021, was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT (Stacey Charlesbois)

- Solicitation letter went out to current Friends. Thank you to FCL staff who helped. Another solicitation letter will be going out to all residents of Farmington and Farmington Hills in April.
- The Oscar Shorts event will not be held in 2022. Friends are seeking a suitable venue. Civic Theater cannot be used now that it shows first-run movies.
- Gala will be held in person in June. It will be inside at Twelve Mile or it may be outside in tents.

LIBRARY DIRECTOR'S REPORT

- Register for MLK Day activities: march in morning, remote events in afternoon, evening.
- Judy Donlin in Heritage Room assisted *Oakland Press* with photographs of the Farmington State Bank Building; article cited FCL as a source.
- Sarah Zitter Masindi, the new Marketing and Community Relations Coordinator, begins January 17, 2022.
- Foster Swift (attorneys) hourly rates will increase to \$225 per hour.
- FH storytimes will require masks, while F will strongly recommend masks.
- Increasing circulation is a goal for all staff as everyone can do something to contribute to it.
- Teen volunteers are helping put security tags on DVDs.
- Spotlight on a staff member. This month: Maria Showich-Gallup.

FACILITIES REPORT (Donald Wrench)

- Search for an alternative to the large manual fire door at Twelve Mile is still ongoing. FHFD is working with DW. Manual door is locked now.
- Elevators are back up and running. They run by computer now.
- DW is investigating installing light switches at Twelve Mile; currently lights for the newer (south side of the building are controlled by circuit breakers.
- DW is investigating replacing exterior doors (both parking lot and Liberty Street sides) at Liberty. Doors are worn out. Could cost about \$34,000 to replace both sets.
- New LED lights have been ordered for outside both buildings.
- The air handler unit was replaced at Twelve Mile.

COMMITTEE REPORTS

Personnel Committee (Ernie McClellan)

Working Conditions and Benefits Committee (WCBC) communicated with Personnel. Issues brought up include:

- Pay - when board raises starting pay and existing pay, it means many staff members stay close to entry level wage. Top of salary ranges at FCL are competitive with other area libraries but lower end of ranges are not.
- Pay on Sundays - allow full time staff to be paid beyond 40 hours in order to work Sundays.
- Staff dress code - please remove "dress" as a possible reason for disciplinary action, as there is no dress code spelled out.

Personnel Committee will be studying salary structure, Sundays, clarification of dress code.

UNFINISHED BUSINESS

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

NEW BUSINESS

Covid Pay - Should staff get extra days beyond normal sick days to cover absence if they test positive for Covid 19?

Question is referred to Personnel Committee.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

Ernie McClellan - don't forget MLK Day celebration events.

CORRESPONDENCE

There were two messages sent to the Board Trustees from the public Board Comments form.

1. Request that public comment be taken during meeting from people attending remotely. This was anonymous.
2. Concern that staff were not enforcing mask policy. This was answered by Secretary White, who explained that FCL recommends that patrons wear masks, but does not try to require it.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

MOTION by Stryd to adjourn the Board Meeting, was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 7:59 pm by Vice President McClellan. The next meeting of the Library Board is scheduled for Thursday, February 10, 2022, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees