

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – May 12, 2022**

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

Board Members Absent: Kelly, White

Staff Members Present: Showich-Gallup, Siegrist, Wrench

Staff Members Absent: None

Prior to the start of the regularly scheduled FCL Board Meeting the annual Budget hearing took place.

CALL TO ORDER

The Board Meeting was called to order at 6:15 p.m. by Board President Duron-Willner.

APPROVAL OF AGENDA

MOTION by Brown to approve the Agenda for the May 12, 2022 Board meeting, supported by McClellan.

McClellan amended the motion to include edits of: Interim Director Report to change to Director Reports and to move the Budget Approval after the Approval of Minutes, supported by Murphy.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: None

Motion passed.

APPROVAL OF MINUTES:

MOTION by Stryd to approve the Minutes of the Regular Board Meeting on April 14, 2022, was supported by Brown.

Comments: McClellan the April minutes were clear and concise.

Vote: Aye: Brown, Duron-Willner, McClellan, Murphy, Stryd

Opposed: none

Abstain: Hahn

Motion passed.

BUDGET PROPOSAL

MOTION by Brown to approve the proposed FCL Budget for Fiscal Year 2023 presented by Plante Moran, supported by Murphy.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: none

Motion passed.

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve expenditures totalling \$304,209.41, supported by McClellan.

Vote Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: none

Motion passed.

FINANCIAL REPORT

MOTION by Brown to receive and file the Monthly Budget for April 2022, supported by Stryd.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd

Opposed: none

Motion passed.

FRIENDS' REPORT (Stacey Charlebois)

- Gala June 3rd
- Books sales start 4-13-22 (goals for yearly rhythm in spring, fall, and summer)
- Jr. Friends book exchange at Farmers Market (8-6, 9-10, 10-1)
- Character Pancake breakfast potential March
- Donations covered cost of new software
- Author Event via Zoom: Marie Benedict
- Looking for board members with possible youth seat

FACILITIES REPORT (Donald Wrench)

- Firewall work will begin after Gala, Farmington Hills Fire Department has approved work.
- Parking lot repair- bids close 4-15-22 will be done before children's programs.
- Doors (Liberty Street) ordered. Delay in materials.
- Water fountains (Liberty Street) electrical, piping, wall closed. Fountains with bottle fillers will be installed.
- Conveyor System (12 Mile) Kathy, Donald, Meghan putting together a bid to go out in the fall. Giving 30 days for contractors to do onsite visits because of travel required.
- Roads(12 Mile): will contact property management to try to fix complaints of patrons.

INTRODUCTION OF STAFF: Donald Wrench

FREEDOM OF INFORMATION ACT AND OPEN MEETINGS ACT PRESENTATION:

Mike Blum, FosterSwift

DIRECTORS REPORT

- 3 grants received: Bosch (\$29,052), LSTA Public Library Service Grant (\$2,388) Federal Erate grant (\$14,000)
- Staffing: Jill Baker (Head of Adult Services), Monica Sloan (PT paraprofessional Children's Department), and Sarah Boggs (PT library assistant in the Technical Services Department)
- Grant presentation May 26 for Storybook Path Project
- Summer reading kickoff June 4.
- Art on the Grand Bookfest
- Farmers market presence, Family Fun in Riley, Lunch Beats
- Founders Day Parade: board welcome to join them in walking
- Hosting Boost! Ignite your business event on July 7th.
- Emma's coffee event well received and requested more events like this (46 attended)
- Director will be on vacation May 18-24

Duron-Willner would like a draft of a diversity statement.

COMMITTEE REPORTS

Strategic Planning

RFP went out May 2- closing June 3rd, questions due by May 22, hope for a vote during the July meeting. Anticipated start date in August (no later than September) Strategic Plan complete by March 2023.

Personnel

Plans to meet regarding the following

- Evaluation process
- Director org chart presentation
- review/select evaluation tool
- Update employee handbook- October
- Review/ build out job grades and wage bands- ongoing
- Evaluate need to increase wage band as previously identified- ongoing

Duron-Willner states these tasks are to stabilize the library and should not be regarded as ongoing tasks that are assumed by the personnel committee.

UNFINISHED BUSINESS

Dress Code:

MOTION by McClellan to strike any reference to dress code from the handbook, with the dress code issue to be revisited when the handbook is revised, supported by Murphy.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd
Opposed: none

Motion passed.

Director Salary:

MOTION by McClellan to set the Director salary at \$104,341.50 effective April 14, 2022, supported by Brown.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd
Opposed: none

Motion passed.

NEW BUSINESS

BOARD COMMENT

Duron-Willner would like to plan a board retreat regarding strategic planning for September. Also planning on the board being at the June 3rd Gala. We will put together a list of events for the board to attend together.

Public Comment

ADJOURNMENT

Motion by Murphy to adjourn meeting, supported by McClellan.

Vote: Aye: Brown, Duron-Willner, Hahn, McClellan, Murphy, Stryd
Opposed: none

Motion passed.

The Board meeting was adjourned at 9:43 by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, June 9, 2022 at 6:00pm.

Respectfully Submitted,

Megan Stryd
Library Board of Trustees