

Farmington Community Library Board of Trustees
Regular Board Meeting
6:00 p.m. - September 10, 2026

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

Board Members Absent: None

Staff Members Present: Matthews, Baker, Peterson

Staff Members Absent: Showich-Gallup

CALL TO ORDER

The regular Board meeting was called to order at 6:06 by President McClellan.

APPROVAL OF AGENDA

MOTION by Snodgrass to approve the Agenda for the September 10, 2026 Board meeting was supported by Muthukuda.

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

Opposed: None

Motion passed.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held August 13, 2026, was supported by Brown.

Vote: Aye: Muthukuda, Brown, Murphy, Snodgrass, White

Opposed: None

Abstain: McClellan

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying August 2026 operating bills totaling \$327,500.96 was supported by Murphy.

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

Opposed: None

Motion passed.

MOTION by Brown to receive and file August 2026 financial reports was supported by White.

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

Opposed: None

Motion passed.

K. Brown:

- YTD interest earned from Michigan Class is \$358,829.56.

FRIENDS' REPORT (S. Charlesbois)

- Elizabeth Johnson will likely be joining Friends Board.
- Friends are receiving many offers of help from prospective volunteers.
- There will be a "pop up" book sale, likely October 24-25.
- All book / media donations are being paused during construction, due to lack of storage.
- Reminder - TJ Klune (*The House in the Cerulean Sea*) will come to FCL on October 19.

LIBRARY DIRECTOR'S REPORT (S. Matthews)

- Please sign up for e-mail building alerts to learn of any changes to service.
- Renovation set to begin at FH on September 21. West parking lot resurfacing at FH will also begin on September 21.
- FH will only open during evenings on days that beam removal is being done (likely to begin before October 1 and expected to take at least two weeks; weekends not affected). Staff will be available to patrons during day via phone. Daytime programming will be canceled during this period.
- FA work is still waiting on permits. FCL has to sign an easement agreement with the City of Farmington because parking spaces on north side of building will be affected.
- FCL will be sending out an RFP for soil borings to be done in zones of excavation.
- Full-page ad was placed in *Farmington Press* to alert of renovation work.

(Trustees Snead and Doby both arrive during Director's Report.)

SUBCOMMITTEE UPDATES

Personnel (D. Muthukuda)

Committee is studying:

- Tuition reimbursement
- Possible offering of dental and vision coverage as opposed to reimbursing staff for costs
- Heat map of door counts to determine optimum hours of service

Facilities (S. Snodgrass)

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- At last meeting, committee discussed: easement protective fencing at FA, beam removal at FH, rusty pipes in front of FH and exterior stairwell on east side, possible standing desk stations for patrons and staff.
- RealPoint will join committee at October meeting and McCarthy Smith will come in November. S. Matthews: Phase 2 wants and needs will be clarified.

E. McClellan asks for exterior survey to be done to look at any problem like rusty doors on east side of FH. K. Brown asks for study of changing triangle island in west driveway at FH as entrance seems tight.

Finance (K. Brown)

- Gifting and Donation Policy nearly ready for board consideration.
- Committee also discussed MI Class Term Series II program as possible investment and possibly giving the director a temporary delegation of special procurement authority. Currently, director must have board approval for any expenditure exceeding \$15,000.

UNFINISHED BUSINESS

Holiday Schedule

MOTION by Snodgrass to approve the 2027 Holiday Schedule was supported by Brown.

Vote: Aye: All in favor (8-0)

Opposed: None

Motion passed.

NEW BUSINESS

- Update By-Laws

Trustees should send suggested changes to S. Matthews by September 21.

- Moving FH Children's Area Shelving

MOTION by Snodgrass to approve Library Design Associates bid for \$48,955 to cover all necessary moving of shelves in Children's area at FH during construction was supported by Doby.

Vote: Aye: All in favor (8-0)

Opposed: None

Motion passed.

CORRESPONDENCE

None

PUBLIC COMMENT

None

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TRUSTEE COMMENT

D. Muthukuda - S. Matthews is having salaried employees take care of book returns when buildings are closed for multiple days, such as on a holiday weekend (two or three times a year). This alleviates need for overtime. SM also has made contact with neighbors of FA building so that they are aware of imminent noise and dust. Lastly, thank you to staff for smooth handling of September 3 tornado warning at FA. J. White - warning also handled well at FH.

K. Brown - what is return on investment of using Unique to capture fines for lost materials?

C. Doby - encountered patron who was upset over faxing cost per page. Elks Club will again be looking for scholarship application judges in December.

ADJOURNMENT

The Board meeting was adjourned at 7:50 by President McClellan. The next regular meeting of the Library Board is scheduled for Thursday, October 8, 2026, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees