

Farmington Community Library Board of Trustees Meeting
6:00 PM Held Online Via Zoom February 11, 2021
32737 W. 12 Mile Road, Farmington Hills, MI 48334

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

Board Members Absent: Hahn

Staff Members Present: Grover, Peterson, Seigrist

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:08 pm. by Board President White.

Introduction of the Board Members.

Motion by Largent to switch Agenda order, moving Friends of the Library presentation to item # VII, and was seconded by Kelly.

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

Absent: Hahn

Motion Passed.

Motion by Kelly to switch the order of the public comment and board comments was seconded by Stryd.

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

Absent: Hahn

Motion Passed.

APPROVAL OF AGENDA

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

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

Absent: Hahn

Motion Passed.

APPROVAL OF THE MINUTES

Motion by Stryd to approve the January 14, 2020 Minutes as written was seconded by Kelly,

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

Absent: Hahn

Motion Passed.

OPERATING BILLS

Huyck discussed his intention of getting a summary of three categories of bills for next meeting.

MOTION by Huyck that the Board of Trustees approve expenditures for the operating bills for December, 2020 totaling \$454,481.20 was supported by Stryd.

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

FINANCIAL REPORT

Huyck stated the updated budget is not in this report as it has not been approved yet.

MOTION by Huyck to receive and file the financial statements as presented for the period ending Jan 31, 2021, was supported by Kelly.

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

Motion passed.

Amended Budget Fiscal year 2020-2021

Presentation by Plant Moran representatives Kari Shea and Brian Camiller which summarized the use of the amended budget from 2020 for fiscal year 2021. The original budget had a projected surplus of \$388,372 based on fiscal year 2020. The amendment will more closely address changes. Revenues decreased by \$160,835.00 due to decreased fines, fees, copy machine and vending machine use, reduced contributions from Friends of the Library, and decreased interest on bank accounts.

Expenditures have decreased for salaries and wages, postage, phone, transportation costs.

Expenditures increased due to facility improvements, new technology costs, unemployment costs, covid-19 expenses and professional services. Overall, expenditures have increased by approximately \$61,000.00. This budget may be amended again before the end of the year.

MOTION by Largent to approve the amended budget for Fiscal year 2020-2021 was seconded by Stryd.

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

Motion passed.

CORRESPONDENCE

Murphy reported there was one e-mail correspondence from Orchard Orthopedics regarding 20 job openings. This company's e-mail was responded to.

Friends of the Library:

Mary Beth Perrot gave a brief update to the board. She reported that the Friends fundraising is down over 50% the past year. They send out 2 solicitation letters per year but could only send one letter last year. They have received 350 donations for \$21,000 and 150 more they have yet to process. Normally they have 750 donations per year. She read some letters of support for library employees, and letters that expressed disappointment with the actions of the Library Board. Other letters expressed that they would not be supporting the Friends with a donation until changes are made. She read a letter of support from the Friends to the staff of the library, stating we see and appreciate all you do. The board is accountable to the community.

Discussion: Duron-Willner thanked Mary Beth for sharing the statements and asked what level of participation she was envisioning with the Friends? She noted that we all have the same outcome in mind, to value and cherish our staff, to bring services back, and to move forward with people having confidence in the library. Does the Friends have any direction that they suggest we take, or a strategic

plan that we can partner with you? Mary Beth reported that they would be willing to work with us in developing the Strategic Plan, and provide the board with feedback.

Director Grover encouraged the Friends of the Library to be involved in the library's Strategic planning and would like to meet with the Friends to further strengthen these bonds.

LIBRARY DIRECTOR'S REPORT

- Director Grover thanked patrons and staff for their time, love and support and gave the following updates:
- As of Feb 4, Phase 4 began and Library hours are at the normal 68 hours per week. We are open M-Th 9:00-9:00 PM, Fri and Sat 10:00-6:00 and Sun 1:00-5:00 PM.
- Contactless curbside service is available until 6:00 PM, drop boxes, phone and e-references, digital library, digital library, virtual programs, computers, Wifi, printers, and sign up for library cards continues.
- Our occupancy limit is 40 persons at 12 Mile and 25 persons limit at Liberty St. Locations
- The Director reviewed of Phases of re-opening from March, 2020 to present.
- The new HR supervisor will start in March.
- MCCI will be transitioning off by the end of February.
- We have requested day porters for additional cleaning services (from McCoy) to ensure safety of staff and patrons.
- We will be meeting with architects for curbside window, drive through installation.
- Thank you Renee Murphy for your continued service on the board.
- Per the virtual January MLA Mid-winter conference, all libraries are experiencing an impact in social, economic and emotional. All libraries are seeing a decline of in person service and an increase of digital services.
- We continue to collect, "love notes" from community.
- W2's and 1095 statements have been sent out, and the state aid report was submitted.
- New door count sensor is installed at the Liberty location.
- New portal for the ADP comprehensive services is available and staff training is underway.
- Training sessions for Gale Engage tool will be provided for a select team starting in March.
- Total state aide for Michigan libraries remains unchanged 13,067
- Curbside services increased to 4,274 in Jan (3,510 in Dec.) There were 16,696 holds placed in Jan (15,568 in Dec)
- Tech services has received in all back orders. The addition of one full time cataloger to the department helped bring back log to zero
- We have received 26 new likes on Facebook page taking total likes to 3,217. 8,212 E-books checked out this Jan which is much more than Jan, 2020.
- Started YouTube channel in April 2020.
- 1,200 people watched the statements of elected officials for MLK Jr. Day held virtually. Thank you to Kelly Seigrist and Jen Hassel for organizing the event, and for the participation of Senator Brenda Lawrence, Senator Jeremy Moss, Rep Steckloff, Oakland County Exec. Dave Coulter, FH Mayor Vicki Barnett, Farmington Mayor Sara Bowman, Farmington Council Member Steve Schneemann, FH Council members Michael Bridges and Valerie Knoll, Police Chief Jeff King, FPS Board President Zack Rich, FPS Board trustee Claudia Heinman, Angie Smith, Terry Weems, former Superintendent Bob Maxfield, current FPS Superintendent Bobbi Hayes-Goodrum and MCMR members Tom Shurtleff and Tanji Grant
- January saw 1,290 people participated in 30 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 were provided artwork for Operation Goody Bag, The Farmington Area Optimist Club and FH Special Services worked with us on a Story Book Trail.
- Director Grover requested individual meetings with Board members to determine their Goals and vision to help her create an Organizational vision for 2021, as well as meet with Friends of the Library, the Community at large, members of Restore the FCL Facebook page, and FCL staff. Scheduled listening sessions will facilitate gathering input and suggestions to build the library we all want.
- Director Grover reviewed many of the accomplishments that have occurred this past year.
- Director Grover shared her experience of receiving ridicule, micro-aggressions, targeting and having been accused of being a liar. While suggestions and even criticisms are welcome, these tactics are not helpful or beneficial to the library.
- Door count-Feb 4-10 at Liberty St. 724, and at 12 Mile 1348.

President White apologized for the disgusting personal attacks that have been directed at Director Grover.

Largent thanked Director Grover for her hard work and professionalism.

Duron-Willner acknowledged all the progress that Director Grover has made. She also asked for more information about the daily statistics, focusing on sharing data driven information, and how it ties to the Pepper report.

COMMITTEE REPORTS

Facilities Committee

Largent reported the Facilities Committee did meet. Stryd, Largent, Donald and Riti met to discuss explore adding a drive up service window. We will now work with an architect. We are looking at restructuring storage space at Liberty St.

Finance Committee

Huyck reported that the FC looked at the budget amendment in detail, and approved it. In addition, the FC recommends the following Motion:

MOTION: To engage Allan C Young & Associates for the fiscal 6-30-2021 year-end audit, was supported by Kelly.

Discussion: This was the first year for a digital audit, and the audit is expected to be completed sooner this year. This is the second year using Allen C Young & Associates

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

Opposed: None

Absent: Hahn

Motion passed.

Personnel Committee

Largent reported that the performance review process is completed, all responses from board members are in, as is the Directors review, and we are looking at asking the board to schedule a special meeting to set standards and goals for next year.

Strategic Planning Committee

Murphy reported the SP committee met, and Kelly discussed the history of the present strategic plan. Kelly gave us helpful information regarding what worked and did not work for creating the SP. It was determined that Riti and Kelly would begin to work on building a team to begin the process of developing the Strategic Plan. We also received a brief update on the IT system upgrades.

Ad-hoc Bylaws Committee

Duron-Willner reported that the final draft of the new By Laws, has been circulated to the board members for their review and it will be voted on in the next Board Meeting in March.

UNFINISHED BUSINESS

Duron-Willner asked Director Grover if the FOIA response was delivered. She was informed that it was delivered to the requester, and the information will hopefully be put on our website soon. Duron-Willner asked about the status of the Working Conditions and Benefits Committee chaired by Deb Hemmye. In the past, it met in December, and changes were presented to the director or the personnel committee. Per Director Grover, Deb Hemmye requested the meeting be postponed until June. Duron-Willner asked if this could be addressed by the next board meeting, rather than waiting until June.

NEW BUSINESS

Director Grover asked for several addendum approvals to the Michigan Employment Retirement System (MERS) that require board approval. These include the defined contribution plan adoption agreement (401K) addendum for full time and part time staff, except for staff that take the defined benefit plan. The second amendment is the defined benefit adoption agreement addendum. The third amendment is the defined benefit adoption agreement addendum.

Discussion: Huyck asked if there are any changes to employee benefits. Director Grover stated that the only changes are the number of employees who are enrolled in these plans may have changed. This does not change employee or library contribution, and will not change employee benefits. Duron-Willner recommended that staff be presented with information and consult with senior employees who may be affected. Largent suggested that MERS provide employee benefit information to staff.

MOTION by Largent to table the vote until MERS can meet with the Personnel committee can gather more information from MERS was seconded by Duron-Willner.

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

Opposed: None

Absent: Hahn, Huyck

Motion passed.

MOTION: by Duron- Willner to move Public comments to the present time, prior to the closed session was seconded by Stryd.

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

Opposed: None

Absent: Hahn, Huyck

Motion passed.

President White asked for public comments to remain civil and please refrain from personal attacks. Murphy requested that people state their name and city they live in to make the minutes more accurate.

Public Comments:

Public comments were given by Mary Beth, Cyclopedia, Kelly, Kathy, Mark, CM, Michael Shereda, Jeff, Suzanne, expressing concern about having the Friends be a part of the SP committee, appreciation for library reopening and staff, concern about Pepper survey, where drive up windows will be located and need for more in library staff, concern about survey results, FOIA, response redaction, Board decisions, FOIA requests, increased Board transparency, improved communication, response to emails, the need for outsourcing, apology for inappropriate postings targeting Director Grover, concern over purchasing decisions, save board recordings, and add additional in-person staff at the library.

MOTION: by Stryd to amend the agenda and move Board comments to now prior to the closed session was seconded by Kelly.

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

Opposed: Murphy, White

Absent: Hahn

Motion passed.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

Stryd thanked the library and staff, Mary Beth and the Friends of the Library for their support. She discussed her experience with reading redacted reports. Her experience is that redacted reports often contain mistakes and information that was missed, and that this job was not Riti's job, and someone else was responsible for this. Thank you for your support.

Kelly also thanked the community for their support, and stated she is also a community member and member of Friend of the Library, and that we are trying to make some progress.

Duron-Willner requested that we return to in person meetings next month. She will check on what the requirements are for in person meetings. She envisions a hybrid approach which would include in person and virtual/Zoom access. Largent offered that Facilities could look into this. This idea was supported by Kelly and Murphy.

President White is very concerned that private patron information was released and thanked everyone for their support and participation.

Director Grover reported that she will further investigate this.

MOTION: by Kelly to go into closed session was seconded by Duron-Willner

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

Opposed: None

Absent: Hahn, Huyck

Motion passed.

MOTION: by Kelly to return to open session was seconded by Stryd

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

Opposed: None

Absent: Hahn,

Motion passed.

MOTION: by Duron-Willner for the board to develop an ad hoc committee address complaints and concerns from employees as FCL that had been brought to the board's attention, with the understanding that this approach may also include engagement of a to be determine neutral external air HR resource for developing an aggregate report of findings for further remedial planning. The committee will consist of three board members. Seconded by Bill.

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

Opposed: None

Absent: Hahn,

Motion passed.

ADJOURNMENT

MOTION: by Kelly to adjourn the meeting was seconded by Stryd

The Board meeting was adjourned at 10:45 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, March 11, 2021 at 6:00 pm. Via ZOOM.

Respectfully Submitted,

Renee Murphy, Secretary
Library Board of Trustees