

**Farmington Community Library Board of Trustees**  
**Virtual Special Board Meeting - 6:00 p.m. – December 9, 2021**  
**Draft**

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Board Members Present: Kelly, Stryd, Duron-Willner, White, McClellan, Brown

Board Members Absent: Hahn, Murphy

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

Staff Members Absent: None

**CALL TO ORDER**

The Board Meeting was called to order at 6:03 p.m. by Board President Duron-Willner.

**APPROVAL OF AGENDA**

**MOTION** by White to approve the Agenda for the December 9, 2021 Board meeting, was supported by Brown.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by White to approve the Minutes of the Regular Board Meeting on November 11, 2021, was supported by McClellan.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**OPERATING BILLS**

**MOTION** by Brown that the Board of Trustees approve expenditures totaling \$597,857 was supported by Kelly.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**FINANCIAL REPORT**

**MOTION** by Brown to receive and file the Monthly Budget for November, 2021, was supported by White.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

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### **Finance Committee**

Brown, Hahn, McClellan met December 1 to discuss FCL Endowment Fund. Fund has lost \$1,400 since January. Committee will explore a planned giving policy.

### **FRIENDS' REPORT** (Delivered by K. Siegrist on behalf of Friends)

- Solicitation Letter is going out to current Friends within two weeks. When it comes, please pay.
- The Oscar Shorts event is scheduled for March 27, 2022.

### **LIBRARY DIRECTOR'S REPORT**

- Candid recognized FCL for 40 years as a Funding Information Network. Fundraising tools provided by FCL include classes on grant writing as well as the databases Foundation Directory Online, Foundation Grants to Individuals, and Foundation Map.
- K. Siegrist participated in FPS' Profile of a Lifelong Learner community session on November 18.
- Several FCL staff members celebrated milestone anniversaries of service.
  - 5 years - Martha Countegan, Judy Bencich-Wloch, Hannah Chow, Jennifer Pon, Beth Anthony, Lynn Cohen, Megan Drozan, Deb Hemmye, Sierra Lane, Mary Ann Gillard
  - 10 years - Mark Flessa, Crystal Corcoran, Sharon Lu
  - 15 years - Dave Durbin, Judy Donlin
  - 20 years - Maria Showich-Gallup, Gloria Finzel
  - 30 years - Kelley Siegrist, Linda Rindt-Franz
  - 40 years - Sherri Vaughn
- Assessment of FCL property was completed by the Michigan Municipal League. Last assessment was in 2012.
- K. Siegrist reviewed Actuarial Valuation Report from Municipal Employees' Retirement System (MERS) with board. Based on demographic assumptions updated in 2020 and economic assumptions updated in 2019, FCL had to increase level of contributions to retirement plan beginning in July, 2021, and contributions are expected to increase through 2028.
- FCL participated in Holly Days in downtown Farmington December 4.
- FCL will serve as a Community Partner with the Holocaust Memorial Center for its event January 27, 2022, based on the book *The Book Smugglers: Partisans, Poets, and the Race to Save Jewish Treasures from the Nazis* by David Fishman.
- New feature: spotlight on a staff member. This month: Crystal Peterson

### **FACILITIES REPORT**

- Donald Wrench has asked for a study to be done for options regarding the fire separation wall at Twelve Mile.
- Two bids were received for a space utilization study.

### **COMMITTEE REPORTS**

#### **Strategic Plan Committee**

Kelly, Stryd, and White met on December 8. Discussed proper role of trustees and of director in strategic planning. Director will join committee from now on. Also discussed potential deadline for this work, and proper length of time that strategic plan should cover. Strong desire for a plan that is useful, and that will be used.

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**Personnel Committee**

Personnel Committee (McClellan, chair) looked at issues brought forth by staff Working Conditions and Benefits Committee. With the director, Personnel Committee will look deeper at wage scale and organizational structure in the first quarter of 2022.

**UNFINISHED BUSINESS**

There was no Unfinished Business.

**NEW BUSINESS**

Hybrid meeting format, in-person plus online streaming. Public comment may be submitted online before meeting. Chairs are distanced in order to invite safe in-person attendance.

D. Duron-Willner introduced form that could potentially be used by community to give feedback on how resources are being used for wide variety of library services.

M. Stryd: community should be able to give input online, rather than having to print anything and submit.

**BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**

Gift presented D. Duron-Willner to J. White for time served as board president. White thanked board members for the support they have given and highlighted a change in tone for board, for staff, for community.

**CORRESPONDENCE**

There was no correspondence to the Board Trustees from the public Board Comments form.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

**MOTION** by Kelly to adjourn the Board Meeting, was supported by Brown.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

The Board meeting was adjourned at 7:29 p.m. by President Duron-Willner. The next meeting of the Library Board is scheduled for Thursday, January 13, 2022, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary  
Library Board of Trustees