

Farmington Community Library Board of Trustees Meeting
6:00 PM Held Online Via Zoom November 12, 2020
32737 W. 12 Mile Road, Farmington Hills, MI 48334

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

Board Members Absent: None

Staff Members Present: Grover, Peterson, Seigrist

Staff Members Absent: None

CALL TO ORDER

The Board Meeting was called to order at 6:04 p.m. by Board President White.

Introduction of the Board Members.

APPROVAL OF AGENDA

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

Vote:

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

Opposed: None

Motion Passed.

APPROVAL OF THE MINUTES

Motion by Largent to approve the October 8 Minutes as written was seconded by Huyck .

Vote:

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

Opposed: None

Motion Passed.

Motion by Murphy to approve the October 27 Special Meeting Minutes as written was seconded by Kelly.

Vote:

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

Abstained: Hahn

Opposed: None

Motion Passed.

OPERATING BILLS

Huyck discussed details of the operating bills, including large expenses such as the legal bills from Barns and Thornberg

MOTION by Huyck that the Board of Trustees approve expenditures for the operating bills for August, 2020 totaling \$339,434.98 was supported by Stryd.

Discussion: Hahn requested details of Barns and Thornberg retainer. Director Grover explained they were brought in to address personnel issues, and she will forward expense reports and contract to Hahn.

Vote:

Aye: Huyck, Largent, Murphy, White, Stryd, Kelly

Opposed: Duron-Willner, Hahn

Motion passed.

FINANCIAL REPORT

Return on summer property taxes has improved from down 2.8% to down 1%.

MOTION by Huyck to receive and file the Monthly Revenue and Expense Report for Oct, 2020 was supported by Hahn.

Vote:

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

Opposed: None

Motion passed.

CORRESPONDENCE

- Murphy reported there were eleven correspondence emails concerning support for staff and concern about board actions. Six were anonymous, and five were signed, with those offering suggestions and feedback for the Board to follow. All were thanked for their input. White stated that we are unable to read letters sent to us in Board meetings.

LIBRARY DIRECTOR'S REPORT

Director Grover thanked patrons for staff support and shared the following Library activities:

- Director Grover discussed meeting with Managers regarding staffing positions posted.
- Many factors are involved in keeping the library open, including the current health crisis.
- October door count was 8597 persons, which is up from Sept count of 5052. Still below the 52,000 from Oct 2019
- In Oct there were 9,205 holds placed. Now each dept. is pulling their own holds, which is working better. There is presently very little back up of hold items.
- The late evening hours from 6-7 PM curbside traffic has been light.
- We have received 31 new likes this month on Facebook page takin the total to 3443.
- 7511 E-books checked out this Oct compared to 6082 last Oct, 2019.
- Kelly Siegrist provided an update of Oct programs provided for adults, teens and children including the Halloween themed programs, genealogy programs, book bike, and Medicare counseling for seniors, 450 people participated in trunk or treat.
- Facilities: Thorough cleaning continues, and a service window and drive through proposals are being taken. Curbside will continue if the weather allows .
- Michigan Schools and Government Credit Union provided a check for \$1000.00
- Director Grover recommended an extra 2 days of holiday paid for staff in addition to list of holidays proposed for 2021.
- Thank you Friends of the Library for your support and she encouraged all to support the Friends.
- Director Grover discussed the plans of the protocol team if we have to roll back to an earlier Phase.

MCCI Report

Caleb Collins and Kayla from MCCI provided an overview of services provided in the areas of Communications, Social Media, Media Relations, and the analysis of Data, and the recommendations for best practices.

They worked with Library staff to provide one consistent message and highlight the great things happening.

COMMITTEE REPORTS

Facilities Committee

Largent reported the Facilities Committee did not meet. A one third payment installment was made for the elevator.

Finance Committee

Huyck reported that he has not yet received the Annual audit by Allen, Young and Assoc. A Finance Committee meeting will be scheduled soon.

Personnel Committee

No report

Strategic Planning Committee

Murphy gave a summary of plans to use the Assessment Module as a guide for change along with the staff developed Strategic Plan which will need updating given the present health concerns. Key staff will participate in committee meetings. A review and update of present Policies and Procedures is needed. White provided a summary of the use of Gale analytics tool to help with planning and decision making. Staff morale and concerns were considered, and Stryd presented a SHIFT Chart System Health Check tool which could help Board members identify areas to be improved on. Stryd recommended adding regularly scheduled study sessions to the calendar.

Ad-hoc Bylaws Committee

There was no report from the Bylaws Committee. Stryd and Duron-Wilner will join the ByLaws committee.

Duron-Willner thanked the community for constructive feedback. She requested that members of the community check that their passions and advocacy do not cross the line into bullying. White also asked for civil discussion and that attacking and bullying are not allowed.

UNFINISHED BUSINESS

There was no Unfinished Business.

Public Comments:

Public comments were given by Michael Shereda, Liesal, Ava, Becky Brunner, Kathie, Deb Hemmye, Kelly, Katy, Kristi, Jeff, Karen, Joe O'Conner, Patricia, Becky, Eric, Roxana, Jessica, Aaron, Karla, and Maria expressing concern about Board decisions and the direction of the library.

NEW BUSINESS

MOTION by Stryd to approve the Holiday calendar presented with the addition of Jan 2, 2021, was supported by Largent.

Vote:

Aye: Hahn, Huyck, Largent, Murphy, White, Duron-Willner, Stryd

Absent: Kelly

Opposed: None

Motion passed

MOTION by Largent to add Dec 26, 2020 to the Holiday calendar was supported by Hahn.

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

Absent: Kelly

Opposed: None

Motion passed

MOTION by Duron-Willner to significantly limit the dependence of the FCL on outsourced services provided by external vendors, consultants, firms and/or independent contractors by the end of the Q1, 2021. This commitment will be evidenced by reducing costs significantly, as compared to all relevant 2020 and 2019 expenditures, spent on vendors, firms, companies and consultants focused on legal, IT, Marketing, Social Media and organizational effectiveness/HR. This motion does not include the current scope of service relative to payroll and benefits, nor vendors responsible for financial reporting and audits. This will be in effect for a limited period of time until the bylaws are codified to represent these same limitations and controls, was supported by Hahn.

Vote: Aye: Hahn, Huyck, Murphy, White, Duron-Willner, Stryd

Absent: Kelly

Opposed: Largent

Motion passed

MOTION by Duron-Willner to prohibit communications with any external vendor, consultant, firm and/or independent contractor, current or future, by any board member without the prior consent of the board president, vice president and Executive Director. Consent will be provided only if the request from the board member, is clear as to the purpose, need and scope of the intended communication. , was supported by Stryd.

Vote:

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

Absent: Kelly

Opposed: Hahn

Motion passed

MOTION by Stryd to create an evaluation tool to assess the Directors performance by 12/31/20 was seconded by Hahn.

Discussion- Stryd praised Director Grover for her hard work and suggested her efforts should be reflected in a performance evaluation. Hahn noted that Director Grover's contract was not complete and that that is the first step needed. Largent agreed that this should be taken up by the Personnel Committee. Stryd agreed to withdraw the motion to allow the Personnel Committee to execute the Directors contract.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

Huyck offered praise to Director Grover for the forward thinking and hard work that she has accomplished.

Duron-Willner noted that Diwali is coming up and wished those who celebrate a happy Diwali.

Largent noted that he has been accused of having undue influence on the consultants brought in. He stated that although he has known Frank Mamut for many years, Frank is not his personal attorney. He did not recommend MBM but did recommend a company called Library IQ, which Director Grover chose not to use. Every decision made for outsourcing was approved by the Board, or the Board gave the Director the authority to make decisions.

Director Grover thanked Liesal and Ava for their contributions tonight.

ADJOURNMENT

MOTION by Largent to adjourn the Board Meeting, was supported by Hahn

Vote:

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

Opposed: None

Motion passed.

The Board meeting was adjourned at 9:24 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, December 10, 2020 at 6:00 pm. Via ZOOM, or in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Renee Murphy, Secretary
Library Board of Trustees