

**Farmington Community Library Board of Trustees  
Virtual Board Meeting - 6:00 p.m. – August 19, 2021  
Held Online Via Zoom  
Draft**

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

Board Members Absent: None

Staff Members Present: Siegrist, Peterson, McCormick, Wrench

Staff Members Absent: None

**CALL TO ORDER**

The Board Meeting was called to order at 6:11 p.m. by Board President White.

**APPROVAL OF AGENDA**

**MOTION** by Kelly to approve the amended agenda which includes adding a closed session and updated mask policy for the August 19, 2021, Board meeting, was supported by Stryd.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by Duron-Wilner to approve the Minutes with corrections from the Regular Board Meeting on July 8, 2021, was supported by Stryd.

**Vote: Aye: All in favor**

**Opposed: None**

**Abstained: Hahn**

**Motion passed.**

**MOTION** by Stryd to approve the Minutes of the Special Board Meeting on July 26, 2021, was supported by Hahn.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

**FACILITIES REPORT**

- Elevator renovations are moving along 3 to 4 weeks before completed
- Additional roofing issues were discovered and repaired cost approximately \$13,000.00
- Bad blower on the north side of the 12 mile building should be repaired by 3:00 PM the following day
- Chiller replacement will hopefully be complete by mid-October

**MOTION** by Murphy to accept Donald's recommendation for Tech Mechanical for the chiller replacement, was supported by Duron-Wilner.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

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## **I.T. REPORT**

Battery backups failed causing outages for 11 days.

- Preventive measures are being taken, researching a dedicated electrical run to main server room directly into battery backup to prevent future outages.
- Looking into upgrades to improve the patron, and staff experience.
- Making core infrastructure upgrades.
- Antivirus and server security software have been updated
- MBM contract that FCL pays \$800.00 a month for realistically only cost about \$200.00

## **OPERATING BILLS**

**MOTION** by Duron-Wilner that the Board of Trustees approve operating bills \$420,483.42, was supported by Kelly.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

**MOTION** by Stryd to receive and file revenue and expenditure report, was supported by Hahn.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

## **SPACE UTILIZATION PRESENTATION**

Steve Schneemann of Merritt Cieslak Design stated he was originally contacted and awarded bid to design a curbside window. After a walk-through of the building and speaking with staff, a space utilization study would be a better option for FCL.

- A contract was approved by FCL board of trustees to have Merritt Cieslak to develop plans for a curbside window, upon further review a space utilization study would be a better use of funds.
- An amendment to the original contract would be needed to proceed with space utilization study
- A needs assessment goes hand in hand with a strategic plan

**MOTION** by Hahn, to cancel the plan to design and install a drive-up window was supported by Kelly.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

**MOTION** by Hahn, to take the funds that were to be used for the design of the window and shift those funds for use for a space utilization survey by the architects, supported by Murphy.

**Motion withdrawn** pending further study on the cap (bidding)

## **CORRESPONDENCE**

1 correspondence from Suzanne Rosen, she feels Hoopla is a waste of money. She was sent a response by Deb Hemmye regarding her concerns.

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

- Received both of state aid checks in July
- Received dividend check because we paid our insurance bill from Michigan municipal.
- Channel 4 notified FCL of top five status in our category for the best of! The category is arts and entertainment for libraries, we have a sticker to display on the door.

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- Diversity, Equity, and Inclusion
    - Kristel Sexton and I have had conversations on holding off implementing DEI initiatives until things are settled
  - Staffing Update
    - Celeste Schwartz was promoted to Library Assistant 1 at the Liberty Street location and Stacy Tadajewski was promoted to Library Assistant 1 at the Twelve Mile location
    - Hired 2 PT Adult Librarians to fill vacant positions
    - Hired two new Pages and Megan has been working on hiring more.
    - We have posted for a FT Children’s Librarian at Liberty Street, 2 PT Children’s Paraprofessionals, a FT Senior Outreach Paraprofessional, and soon a Marketing Specialist
  - FCL Harassment Policy
    - Donna Coleman from ADP reviewed our harassment Policy and noted that it was well-written. She offered a sample policy
  - Bank Accounts
    - Plante Moran asked that FCL consolidate bank accounts to save on banking fees. The accounts were consolidated.
  - Listening Sessions
    - Topics included – overtime for staff, board communication, additional staff, closure, curbside window (bad idea).
  - Website Redesign
    - Three quotes were shared with the Board.
  - Endowment Fund Special Gift
    - We have been notified that FCL will receive a gift for the Farmington Community Library Endowment Fund from the Trust of Carol H Plummer.

#### **FRIENDS REPORT**

Stacey Charlesbois reported:

- The Gala has been postponed until June 2022
- Friends will work the beer booth at Harvest Moon event in September for tips
- Book Sale at the 12-mile location 10/1/2021 - 10/4/2021
- Next Friends Meeting 9/8/2021

#### **PUBLIC COMMENT**

- Kathie Brown- really glad to hear FCL will not try to install a curbside window
- Jeff Pavlik- Likes idea of space utilization and using a local company. Disappointed no one is clear on the amount of Directors discretionary fund.
- Colleen M.-Thanked board for detailed discussion
- Patricia Ballard- questioned discretionary fund, also questioned MBM contract (contract amount goes beyond scope of directors allotted spending), questioned why Riti is still Director of FCL.
- Michael S- Thanked board for progress, asked why his concerns about cameras have not been addressed.

**MOTION** by Kelly, to enter closed session to discuss an issue that's covered under attorney client privilege, supported by Stryd.

**Vote: Aye: All in favor**  
**Opposed: None**

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**Motion passed.**

**MOTION** by White, at 10:22 to re-enter open session, supported by Kelly.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Absent Hahn**  
**Motion passed.**

**UNFINISHED BUSINESS**

No unfinished business

**NEW BUSINESS**

- Update mask policy- mask are no longer required by CDC and MDHHS but are recommended. Policy should now say recommended.

**MOTION** by Murphy, to amend the mask policy to be updated to state masks are now recommended instead of required, was supported by Kelly.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

- Interim Branch Manager Salary- Maria has taken over duties as branch Manager since Kelley was appointed as Interim Director- she should be compensated for added duties and should be retroactive from April.

**MOTION** by Kelly, to raise Maria's salary to branch manager level. supported by Stryd.

**Motion tabled to obtain more information.**

- Funeral Leave – Per ADP, recommended funeral leave shall be per occurrence instead of (4) days per year. Siegrist to provide present policy to board members.
- Overtime-April 23, 2020 a freeze was issued on overtime, we are requesting the freeze be lifted to prevent scheduling mishaps and to pay employees for time worked.

**MOTION** by Stryd, to comply with the law, pay overtime (lift freeze), supported by White.

Discussion: Kelly asked for additional information regarding original language of the motion, when it would happen, how much it will cost, and reasons for overtime. Stryd asked for quarterly reports to the board of overtime costs. Duron-Willner asked for an audit of hours worked by staff.

**Vote: Aye: All in favor**  
**Opposed: None**  
**Motion passed.**

**PUBLIC COMMENT**

- Michael- people were working overtime during the furlough and not paid, he would like for that to be explored. He wants to know if the board can truthfully state there is no recording from blink cameras

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- Colleen-stated staff were asked to go above and beyond and informed to make it work meaning work overtime without compensation. Wants the board to admit the mistake was made.
  - Jeff-asked for I.T. report and investigation, congratulated the board for trying to fix existing problems.
  - Kelly G.-stated no expense spared for private contracted services, yet the existing employees were not being compensated for their work

#### **BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS**

- Secretary Murphy- responded to Michael S. by stating she didn't know of any recordings, but never denied purchasing cameras because she did due to break-in. She stated neither camera was ever activated. Murphy also stated she is unhappy with the fact the board isn't transparent about what is happening in closed session, it is unfair to the public.
- President White- stated there is no evidence of break-in and police suggested, "if it will make you feel safer cameras"
- Trustee Duron-Wilner- stated she is happy Kelley raised the issue of overtime, she wants to have a study session or special meeting prior to the September meeting, once Siegrist has needed info available.
- President White thanked everyone for their presence.

#### **ADJOURNMENT**

**MOTION** by Kelly to adjourn the Board Meeting, was supported by Duron-Wilner.

**Vote: Aye: All in favor**

**Opposed: None**

**Motion passed.**

The Board meeting was adjourned at 11:10 p.m. by President White. The next meeting of the Library Board is scheduled for Thursday, September 9, 2021, at 6:00 pm. Via zoom.

Respectfully Submitted,

R. Murphy, Secretary  
Library Board of Trustees

RM:cp