

**Farmington Community Library Board of Trustees  
Board Meeting - 6:00 p.m. - August 8, 2024**

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**Board Members Present:** McClellan, Muthukuda, Brown, White, Snodgrass, Murphy, one vacant seat

**Board Members Absent:** Doby

**Staff Members Present:** Siegrist, Baker, Showich-Gallup, Peterson

**Staff Members Absent:** None

**CALL TO ORDER**

The Regular Board Meeting was called to order at 6:01 by President Ernie McClellan.

**APPROVAL OF AGENDA**

**MOTION** by Murphy to approve the Agenda for the August 8, 2024, Board meeting was supported by Brown.

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

**Opposed: None**

**Motion passed.**

**APPROVAL OF MINUTES**

**MOTION** by White to approve the Minutes of the Regular Board Meeting held July 11, 2024 was supported by Muthukuda.

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

**Opposed: None**

**Motion passed.**

**TREASURER'S REPORT**

**MOTION** by Brown to approve paying July operating bills totaling \$384,804.82 was supported by Snodgrass.

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

**Opposed: None**

**Motion passed.**

**MOTION** by Brown to receive and file the July 2024 financial reports was supported by Murphy.

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

**Opposed: None**

**Motion passed.**

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**FRIENDS' REPORT**

- No report

**LIBRARY DIRECTOR'S REPORT** (K. Siegrist)

- Library Extravaganza to be held on September 15 (last held in 2022). Downtown branch will be closed this day.
- Twelve Mile will be closed all day on August 22 while water meter valve work is completed (water will be shut off).
- 24/7 Hold Pickup Lockers are anticipated to be ready for use by early September.
- Friends will host author Viola Shipman on October 21. Registration required.
- Former Heritage Room now contains 3-D printer, Cricut, and part of Library of Things. Heritage materials are now archived or in general collection. Digitization of archived materials is ongoing.

**UNFINISHED BUSINESS**

None.

**SUBCOMMITTEE UPDATES**

Finance (K. Brown)

- Transfer of \$4,000,000 to MiClass approved at July meeting will now take place after K. Brown has further investigated potential interest-earning options at Comerica.
- Director and board treasurer have ability to make transfers. Board president and Plante Moran are notified of any activity.

Personnel (D. Muthukuda)

**MOTION** by Murphy to approve the revised director evaluation tool was supported by Brown.

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

**Opposed: None**

**Motion passed.**

- Director will submit self-evaluation to D. Muthukuda by August 25, if not sooner, and D. Muthukuda will distribute to board. Board members will return their evaluations of director to D. Muthukuda before September 11.

Master Plan

- No report

**NEW BUSINESS**

Committee Assignments

- S. Snodgrass and J. White assigned to Facilities Committee.

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New Meeting Room Policy

No motion

**NEW BUSINESS (Continued)**

New Volunteer Policy

**MOTION** by White to approve new Volunteer Policy was supported by Muthukuda.

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

**Opposed: None**

**Motion passed.**

**CORRESPONDENCE**

R.A. Seaton, praises library staff, diverse collection, choice of materials highlighted for holidays, and variety of programs. Library and staff have supported homeschooling.

**PUBLIC COMMENT**

None

**TRUSTEE COMMENT**

K. Brown - what is latest on Farmington approving new board member? E. McClellan will notify when City of Farmington announces board member approval on agenda.

D. Muthukuda - what is process for reviewing policy? K. Siegrist would like to look at every policy every two years.

**ADJOURNMENT**

The Board meeting was adjourned by President McClellan at 7:39. The next meeting of the Library Board is scheduled for Thursday, September 12, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary  
Library Board of Trustee