

March 12, 2020

Draft for Approval

Board Members Present: Bomarito, Hahn, Huyck, Montgomery, Rae

Board Members Absent: Largent, Murphy, White

Staff Members Present: Grover, Miller, Siegrist, Yunker

Staff Members Absent: Serresseque

CALL TO ORDER

The Board Meeting was called to order at 6:00 p.m. by Board Vice-President, Montgomery.

APPROVAL OF AGENDA

MOTION by Rae to approve the Agenda for the March 12, 2020 Board meeting, was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

MOTION by Huyck to approve the Minutes of the Regular Board Meeting on February 13, 2020, was supported by Montgomery.

Vote: Aye: All in favor

Abstain: Hahn

Opposed: None

Motion passed.

OPERATING BILLS

MOTION by Huyck that the Board of Trustees approve expenditures for check numbers 26908 through 27004 totaling \$704,413.69, was supported by Rae.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Rae to receive and file the Monthly Budget for February 2020, was supported by Huyck.

Vote: Aye: All in favor

Opposed: None

Motion passed.

CORRESPONDENCE

- There was no correspondence to the Board Trustees from the public Board Comments form.
- Director Grover shared four pieces of correspondence.

LIBRARY DIRECTOR'S REPORT

In addition to the Director's Report, Director Grover shared highlights of Library activities:

- Farmington Community Library has a prospective donor who will contribute toward the purchase of the Dremel 3-D printer for the Library. Director Grover presented a detailed comparison of the features and prices for 3-D printers. She also extended her thanks to IT Manager, Mary Carleton, for the extensive research in gathering that data.
- Director Grover read *Green Eggs and Ham* to children during the Library Dr. Seuss birthday party.
- Shira Pilarski, Teen Librarian, attended the American Library Association's Midwinter Conference; Riti Grover, Jaclyn Miller, Kelley Siegrist and Jill Webb attended the Public Library Association Conference in Nashville. All have submitted conference reports to share with staff.

Presentation by Plante Moran on Proposed Accounting Services

Director Grover has been in discussions with J. Montgomery, P. Huyck and three (3) different accounting and hiring services to gather options to fill the positions of Payroll Specialist and Accounting Manager. Dave Helisek and his team from Plante Moran, presented their proposal for handling the accounting services at the Library. Plante Moran Government Accounting Professionals could provide internal accounting minus payroll.

The cost is based on the proposed work and is "scale-able" according to the needs of the Library. The total amount for the first year might reach \$90,000 then reduce to \$77,000, thereafter.

In most cases, a Request For Proposal is not required for professional services.

Plante Moran could be on site within a week to work with the current Accounting Temp, Marjanna James.

Presentation by ADP on Proposed Comprehensive Payroll and Human Resources Module

Representatives from ADP presented their proposal to streamline the administrative processes related to payroll and Human Resources services and talk about controlling labor costs using their module.

In addition to payroll, ADP would offer, several services, including benefits, compliance notifications, labor law posters, benefit enrollment, on-boarding and communication with employees. ADP would play a part in updating the Employee Handbook, job descriptions and handle Family Medical Leave Act changes.

ADP will send an entire packet including the final numbers.

The cost for the above mentioned module from ADP based on the proposed work to include payroll and Human Resources, would be \$55,000 per year with a two year contract. Board consensus is a quote for a one-year contract.

With the above options, the Library could restructure the Finance Office to include a Finance Coordinator, and promote the Office Assistant to a Human Resources Coordinator.

Discussions regarding ADP will be tabled.

MOTION by Rae that the Library accepts Plante Moran as our accounting service firm for the Library based upon their presentation tonight was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board is in agreement that Director Grover is given the authority to hire a part-time or a full-time Finance Coordinator in restructuring the Finance Department.

Director Grover presented the Board with the request to purchase RansomWare anti-virus software for an annual fee of \$12,500. The Board was in agreement to purchase the proposed RansomWare.

The threat of spreading COVID-19 virus has caused libraries to cancel programming until further notice. Director Grover explained the procedures in place in the Library to protect patrons and staff. Recommendation of the Board is that if the Farmington Public Schools close, the Library should close, also. Staff will be paid according to normal building closure procedures.

MOTION by Rae if we, as a Board, cannot meet in the month of April due to closure of the schools and our Library, I make a motion that Riti Grover, as Director of the Library, can cancel all events that have been scheduled up and until the next Board meeting.

MOTION AMENDED by Rae to cancel the scheduled events that are currently scheduled up and through the next Board meeting, that would include all meeting room bookings, was supported by Huyck.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Rae that the Library refund all payments made for meetings made up through the next Board meeting, was supported by Hahn.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Rae that if we have to close due to the Farmington Public Schools closing, that the Library Director is given permission to cancel all events that have been paid and refunds made up until, with the understanding that this would be revisited at the following Board meeting in May, was supported by Bomarito.

Vote: Aye: All in favor

Opposed: None
Motion passed.

MOTION by Hahn that the Board give the Executive Director discretion and authority to make the decision to close the Library upon her own judgment was supported by Bomarito.

MOTION AMENDED by Hahn to give the Executive Director discretion and authority to make the decision to close the Library upon her own judgment if: The Farmington Public Schools close; if there is a suspected or confirmed case of the virus among staff or patrons; if mandated by the State; or at the Director's discretion, was supported by Rae.

Vote: Aye: All in favor

Opposed: None

Motion passed.

COMMITTEE REPORTS

Facilities Committee

There was no report from the Facilities Committee.

Finance Committee

There was no report from the Finance Committee.

Personnel Committee

There was no report from the Personnel Committee.

Strategic Plan and Community Liaison Committee

There was no report from the Strategic Plan and Community Liaison Committee.

Ad-hoc Bylaws Committee

There was no report from the Bylaws Committee.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

There were no comments or announcements.

ADJOURNMENT

MOTION by Hahn to adjourn the Board Meeting, was supported by Rae.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 9:40 p.m. by Vice-President Montgomery. The next meeting of the Library Board will be re-scheduled from the regular date of Thursday, April 9, 2020 at 6:00 p. m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

Elizabeth Rae, Secretary
Library Board of Trustees
ER:dls

DRAFT