

**Farmington Community Library Board of Trustees
Board Meeting - 6:00 p.m. – June 9, 2022**

Board Members Present: Brown, Hahn, Kelly, McClellan, Murphy, White

Board Members Absent: ~~Duron-Willner~~, Stryd

Staff Members Present: Siegrist, Peterson, Wrench, Showich-Gallup, Brown, Zitter
Masindi

Staff Members Absent: None

CALL TO ORDER

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

APPROVAL OF AGENDA

MOTION by Brown to approve the Agenda for the June 9, 2022 Board meeting was supported by White.

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

Opposed: None

Motion passed.

APPROVAL OF MINUTES

MOTION by Murphy to approve the Minutes of the Regular Board Meeting on May 12, 2022, was supported by Brown.

Vote: Aye: Brown, Hahn, McClellan, Murphy

Opposed: None

Abstain: Kelly, White

Motion passed.

BUDGET AMENDMENT (Kari Shea, Plante Moran)

MOTION by White to approve amendment of FY 2022 budget as suggested by Plante Moran of decrease of revenues of \$23,350 and decrease of expenditures of \$495,660 was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

OPERATING BILLS

MOTION by Brown that the Board of Trustees approve expenditures totaling \$344,738.29 was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FINANCIAL REPORT

MOTION by Brown to receive and file the Monthly Budget for May, 2022, was supported by Kelly.

Vote: Aye: All in favor

Opposed: None

Motion passed.

FRIENDS' REPORT (Stacey Charlebois)

- No Friends board meeting in July or August
- S. Charlebois will be attending the ALA conference in June. There is a virtual United for Libraries (Michigan chapter) conference in August.

LIBRARY DIRECTOR'S REPORT (Kelley Siegrist)

- Michigan Municipal Liability Insurance fee will increase slightly (2.18 %) in FY 2023 but FCL will also receive an increased dividend.
- Audio system in auditorium has died. P. McCormick had already been seeking bids in anticipation.
- The second of the e-rate grants was approved for network upgrade project.
- Per M. Showich-Gallup, registration numbers for Summer Reading (began June 4) are back up to pre-pandemic level.
- FCL will be participating in Juneteenth celebration on June 18 at the First African Methodist Episcopal Church at Nardin Park.
- **Facilities Report** (Donald Wrench)
 - Elevator maintenance contract with Schindler will expire on August 1, 2023. Either party must give 90-day notice if not renewing.
 - Bids to replace parking lot at Twelve Mile came in at \$270,000. A bid to cut and patch came in at \$59,000.
 - Allied is moving ahead on entry doors at Liberty Street. New entries will have sliding doors.
 - Capability to charge electric vehicles. At Twelve Mile, new transformer may be needed. D. Wrench is consulting with DTE. At Liberty Street, City of Farmington may take this on because they believe that they own parking lot. Discussions with DTE and Farmington are still ongoing.
 - Work on new fire door at Twelve Mile will entail door being down for a week.
- In-person outreach has been taking place at Farmington Early Childhood Center (FPS) and at senior centers. Positive feedback for this on social media.
- Profile of staff member - Rebecca Brown, the Dragon Librarian

Danette Duron-Willner arrives at meeting; seven members now present. Vice-President McClellan continues to chair the meeting.

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- **Update on Marketing** (Sarah Zitter Masindi)
 - Rebrand Proposal - new Logo, Tagline, Voice
 - Intended to address pain points named by staff and community members:
 - lack of full understanding of services offered
 - visual identity is outdated
 - public image is inconsistent
 - S. Zitter Masindi is getting feedback from staff

COMMITTEE REPORTS

Strategic Planning (Michele Kelly)

Facilitator - four proposals have been received from firms interested in facilitating our strategic planning. Committee will meet and bring any recommendations to board in July.

Personnel Committee (Ernie McClellan)

Committee is working on a tool to use for evaluation of the director. It will include specific data point targets as well as room for description. Committee will be meeting with K. Siegrist about the FCL Organization Chart.

UNFINISHED BUSINESS

- COLA increase for substitutes

MOTION by White to increase rate of pay for substitutes by 2.5 % as cost of living allowance was supported by Hahn.

Vote: Aye: All in favor (7-0)

Opposed: None

Motion passed.

NEW BUSINESS

- Officer Elections
 - Duron-Willner is nominated for president by Brown; no other nominations.
 - McClellan is nominated for vice-president by Hahn; no other nominations.
 - Brown is nominated for treasurer by Hahn; no other nominations.
 - White is nominated for secretary by Kelly; no other nominations.

Officers for 2022-23:

President: Danette Duron-Willner

Vice-President: Ernie McClellan

Treasurer: Kathie Brown

Secretary: Jim White

- Board Opening

MOTION by Duron-Willner to extend M. Kelly's term as a board member for three months [beyond June, 2022], or until Farmington appoints a new member, whichever comes first, was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

- Social gathering

Board is looking to gather at some social event this summer, as well as to hold retreat in October.

- Parking Lot

MOTION by Hahn to allocate \$60,000 for Twelve Mile parking lot cutting and repair was supported by Duron-Willner.

Vote: Aye: All in favor

Opposed: None

Motion passed.

BOARD TRUSTEE COMMENTS AND ANNOUNCEMENTS

None

CORRESPONDENCE

None

PUBLIC COMMENT

None

ADJOURNMENT

MOTION by Kelly to adjourn the Board Meeting was supported by Murphy.

Vote: Aye: All in favor

Opposed: None

Motion passed.

The Board meeting was adjourned at 9:20 pm by Vice-President McClellan. The next meeting of the Library Board is scheduled for Thursday, July 14, 2022, at 6:00 pm.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees