



**Farmington Community Library
Board of Trustees Meeting
Thursday, December 11, 2025
6:00 p.m.**

Contact Trustees

<http://www.farmlib.org/contact-the-library-board/>

Farmington Community Library

FARMLIB.ORG

Farmington Community Library Board of Trustees
Regular Meeting – 6:00 p.m.
December 11, 2025

- **Call to Order**
- **Approval of Agenda**
- **Public Comment (3 minutes per person)**
- **Minutes**
 - Approval of Minutes November 2025
- **Treasurers Report**
 - Approval of November operating bills 2025
 - Financial Reports
 - Michigan Class updates
- **Friends of the Library**
- **Director's Report**
 - IDEA update Kristel Sexton
- **Sub-Committee Updates**
 - Personnel
 - Facilities
 - Finance
- **Unfinished Business**
- **New Business**
- **Correspondence**
- **Public Comment (3 minutes per person)**
- **Trustee Comment**
- **Adjournment**

**Farmington Community Library Board of Trustees
Board Meeting, 6:00 p.m. - November 13, 2025
Draft**

Board Members Present: McClellan, Muthukuda, Brown, Murphy, Snodgrass, Doby, Snead, White

Board Members Absent: None

Staff Members Present: Siegrist, Showich-Gallup, Peterson, Sa. Koponen, St. Koponen

Staff Members Absent: Baker

CALL TO ORDER

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

APPROVAL OF AGENDA

MOTION by Doby to approve the Agenda for the November 13, 2025 Board meeting adding "Changes to Financial Accounts" under Treasurer's Report and removing "Audit presentation" was supported by White.

Vote: Aye: All in favor (8-0)

Opposed: None

Motion passed.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

MOTION by White to approve the Minutes of the Regular Board Meeting held October 9, 2025, was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

TREASURER'S REPORT

MOTION by Brown to approve paying October 2025 operating bills totaling \$436,179.18 was supported by Muthukuda.

Vote: Aye: All in favor

Opposed: None

Motion passed.

MOTION by Brown to receive and file October 2025 financial reports was supported by White.

Vote: Aye: All in favor

Opposed: None

Motion passed.

K. Brown:

- Year to date interest earned from Michigan Class is \$458,022.13.
- Preparations are being made to add Sasha Matthews as a signatory on accounts when she becomes Director.

FRIENDS' REPORT (S. Charlesbois)

- Friends are contributing \$60,000.00, to be used for such things as Battle of the Books, 1000 Books Before Kindergarten, Summer Reading as well as an incubator for new ideas.
- Giving Tuesday will focus on Library of Things and vinyl collection.
- October book sale brought in roughly \$5,000.
- Katherine Center author event was a great success.
- Membership letter going out soon.

LIBRARY DIRECTOR'S REPORT (K. Siegrist)

- A celebration will be held on Sunday, December 7 (2-4 pm) in the Liberty Street building to mark 50 years of service at that location. Drawings of the anticipated Phase One renovations will be on display.
- FCL chosen as the Large Business of the Year by the Greater Farmington Area Chamber of Commerce.
- FCL is switching vending companies for food / drink. New machines to be installed soon.
- Staff have been out in the community at several seasonal celebrations.
- Staff Day on November 11 included state-of-the-library presentations and active shooter training.
- Both branches will close at 3:00 pm Wednesday, November 26 for Thanksgiving and reopen at 10:00 am Friday, November 28.
- The December board meeting will be held at Liberty Street.
- Staff highlight: Sandi Koponen (Children's) and Steve Koponen (Patron Services).

SUBCOMMITTEE UPDATES

Personnel (D. Muthukuda)

- Sasha Matthews will start at FCL on December 1.
- Committee has worked on evaluation tool for the new director and will definitely be taking December off.

Farmington Community Library Board of Trustees
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Facilities (S. Snodgrass)

- Topics discussed November 6 included furniture replacement cycles, status of Abitibi containers in Twelve Mile parking lot, and landscaping plans.
- The next Committee meeting will be December 4.

Finance (K. Brown)

- Working on planned giving, naming rights for large donations. Unfinished Business
- None

NEW BUSINESS

2026 Employee Health Insurance Plan

MOTION by Muthukuda to join the Western Michigan Health Insurance Pool [along with the city of Farmington Hills] was supported by Brown.

Vote: Aye: All in favor

Opposed: None

Motion passed.

CORRESPONDENCE

- C. Streeter, critical of personal email sent by staff member.

PUBLIC COMMENT

None

TRUSTEE COMMENT

- R. Murphy would like board members to take new director S. Matthews to lunch on December 1.
- General: A celebration (community invited) of S. Matthews joining FCL and of K. Siegrist's retirement will be held January 6, 2026.

ADJOURNMENT

The Board meeting was adjourned by President McClellan at 7:09. The next meeting of the Library Board is scheduled for Thursday, December 11, 2025, at 6:00 pm at Liberty Street.

Respectfully Submitted,

Jim White, Secretary
Library Board of Trustees

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
	Bank:	Account no	
11/03/2025	10238--O.C.W.R.C.		190.50 11/30/2025
11/03/2025	10238--O.C.W.R.C.		363.26 11/30/2025
11/03/2025	10238--O.C.W.R.C.		1,903.21 11/30/2025
11/05/2025	10589--Paylocity		29,648.41 11/30/2025
11/05/2025	10126--Michigan Employers Retirement		474.98 11/30/2025
11/05/2025	10126--Michigan Employers Retirement		5,796.60 11/30/2025
11/05/2025	10126--Michigan Employers Retirement		1,330.79 11/30/2025
11/05/2025	10126--Michigan Employers Retirement		713.96 11/30/2025
11/05/2025	10126--Michigan Employers Retirement		5,199.28 11/30/2025
11/05/2025	10126--Michigan Employers Retirement		6,472.91 11/30/2025
11/06/2025	10725--Road Less Traveled Books	27263	1,000.00 11/30/2025
11/10/2025	10083--Pitney Bowes Global Financial Services Inc		1,000.00 11/30/2025
11/10/2025	10009--Consumers Energy		147.16 11/30/2025
11/13/2025	10014--T-Mobile		1,108.12 11/30/2025
11/13/2025	10009--Consumers Energy		958.60 11/30/2025
11/14/2025	10019--Clear Rate Communications		524.04 11/30/2025
11/17/2025	10330--Comerica Commerical Card Services		3,891.17 11/30/2025
11/18/2025	10147--EHIM		380.30 11/30/2025
11/18/2025	10147--EHIM		137.10 11/30/2025
11/18/2025	10015--Toshiba America Business Solutions		2,622.56 11/30/2025
11/19/2025	10126--Michigan Employers Retirement		1,330.79 11/30/2025
11/19/2025	10126--Michigan Employers Retirement		475.50 11/30/2025
11/19/2025	10126--Michigan Employers Retirement		4,727.32 11/30/2025
11/19/2025	10126--Michigan Employers Retirement		499.04 11/30/2025
11/19/2025	10126--Michigan Employers Retirement		1,867.27 11/30/2025
11/19/2025	10126--Michigan Employers Retirement		2,052.43 11/30/2025
11/19/2025	10126--Michigan Employers Retirement		6,273.04 11/30/2025
11/19/2025	10126--Michigan Employers Retirement		26,123.28 11/30/2025
11/19/2025	10589--Paylocity		28,875.60 11/30/2025
11/19/2025	10005--DTE Energy		14,694.60 11/30/2025
11/19/2025	10005--DTE Energy		3,908.83 11/30/2025
11/20/2025	10087--WM Corporate Services, Inc.		6,440.40 11/30/2025
11/21/2025	10589--Paylocity		1,488.60 11/30/2025
11/25/2025	10003--AT&T		819.34 11/30/2025
11/25/2025	10021--Home Depot Credit Services		1,051.93 11/30/2025
11/25/2025	10144--Mutual Of Omaha		1,843.01 11/30/2025
11/28/2025	10657--Bloomerang, LLC		19.53 11/30/2025
	Total for ()		166,353.46

Bank: Bill.com Clearing - Bill.com Money Out Clearing Account no:

11/04/2025	10553--Thomas Kline/Crimson Multimedia	125.16 In transit
11/04/2025	10249--Stacy Tadjewski	52.95 In transit
11/04/2025	10409--Rebecca Brown	132.00 In transit
11/04/2025	10220--PTS Communications	150.00 In transit
11/04/2025	10352--CBIZ Benefits & Insurance Services	6,860.32 In transit
11/04/2025	10141--Benistar/UA-6803	4,873.60 In transit
11/04/2025	10082--OverDrive, Inc	8,005.32 In transit
11/12/2025	10002--Farmington Community Library	1,079.29 In transit
11/12/2025	10722--Verified First	372.75 In transit
11/12/2025	10721--USA Today Network	5,099.00 In transit
11/12/2025	10553--Thomas Kline/Crimson Multimedia	145.36 In transit
11/12/2025	10625--The Quipu Group, LLC	2,600.00 In transit
11/12/2025	10194--Springer Nature	609.62 In transit
11/12/2025	10626--NorthStar Mat Service	185.76 In transit
11/12/2025	10079--Midwest Tape Hoopla	15,168.92 In transit
11/12/2025	10573--MCD Architects	24,000.00 In transit
11/12/2025	10049--Johnson Controls Fire Protection	1,005.84 In transit
11/12/2025	10472--Custom Ink	2,600.00 In transit
11/12/2025	10720--Collection HQ	4,635.00 In transit
11/12/2025	10627--CJB Pest and Mosquito Control	90.00 In transit
11/12/2025	10023--Witt Mechanical, Inc	2,486.00 In transit
11/12/2025	10498--Muniweb	390.00 In transit
11/12/2025	10004--Ingram Library Services	350.79 In transit
11/12/2025	10040--Foster, Swift, Collins & Smith	1,606.50 In transit
11/12/2025	10502--Amazon Capital Services	2,407.95 In transit
11/12/2025	10280--Alan C. Young & Assoc.	13,575.00 In transit
11/24/2025	10002--Farmington Community Library	5,230.73 In transit
11/24/2025	10029--Unique	334.90 In transit

Farmington Community Library Check register

Date	Payee	Document no.	Amount Cleared
11/24/2025	10553--Thomas Kline/Crimson Multimedia		245.46 In transit
11/24/2025	10655--Springshare LLC		14,575.00 In transit
11/24/2025	10575--PBC Guru		4,500.00 In transit
11/24/2025	10679--Macmillan Holdings, LLC		1,288.07 In transit
11/24/2025	10260--Kristel Sexton		907.97 In transit
11/24/2025	10004--Ingram Library Services		185.04 In transit
11/24/2025	10027--Great Lakes Ace Hardware		91.17 In transit
11/24/2025	10037--Dorothy Hinton		160.00 In transit
11/24/2025	10033--Demco Inc.		1,068.48 In transit
11/24/2025	10480--Decra-Scape, Inc.		740.00 In transit
11/24/2025	10089--Contemporary Industries		40.00 In transit
11/24/2025	10489--All Voices Holding Co		2,600.00 In transit
11/24/2025	10011--Midwest Tape		2,052.22 In transit
11/24/2025	10282--Melanie Allbery		165.00 In transit
11/24/2025	10020--Gordon Food Service Inc		151.86 In transit
11/24/2025	10000--Baker & Taylor Inc		25.21 In transit
11/24/2025	10502--Amazon Capital Services		1,340.70 In transit
11/25/2025	10227--Royal Roofing		800.00 In transit
11/25/2025	10261--ProQuest LLC		18,638.73 In transit
11/25/2025	10626--NorthStar Mat Service		98.60 In transit
11/25/2025	10012--NBS		540.00 In transit
11/25/2025	10041--Naeir		53.75 In transit
11/25/2025	10004--Ingram Library Services		293.51 In transit
11/25/2025	10026--FJ Lafontaine & Sons Landscaping		944.00 In transit
11/25/2025	10627--CJB Pest and Mosquito Control		165.00 In transit
11/25/2025	10143--Blue Care Network		34,259.44 In transit
11/25/2025	10011--Midwest Tape		2,279.11 In transit
11/25/2025	10417--Anna Hay		647.11 In transit
11/25/2025	10502--Amazon Capital Services		857.71 In transit
	Total for Bill.com Clearing		193,885.90

Motion Required:

I move that the Board approve the expenditures as presented

GRAND TOTAL: \$360,239.36

Director's Report

December 2025

Patron Comments

Included in your Board packet.

Construction Manager Bids

The RFP for the Construction Manager closed on December 3. We received four bids and will be meeting with MCD Architects on December 10 to go over them.

First Grade Field Trips

First Grade Field Trips will be starting again in December. The cost of the bus trip for the students is generously sponsored by the Farmington Friends of the Library. First graders get a tour of the library, offered library cards if they don't already have one, are introduced to library resources and staff, and can check out materials if they choose.

New Library of Things (LOT) Items

Of note, we have added some new Library of Things (LOT) items to the collection: metal detectors, mobile document scanners, tire inflators, and a VHS/DVD Player. Our Library of Things collection is funded in part by the Bosch Grant and the Farmington Friends of the Library.

Holly Days, Light Up the Grand Parade, and Ugly Sweater Crawl

December 6th was Holly Days, the Light Up the Grand Parade and the Ugly Sweater Crawl. The library will participate by providing Stories and Crafts with Mrs. Claus and ride the book bike in the parade.

New Director – Sasha Matthews

Sasha started on Monday, December 1. We have been busy with touring buildings, meeting staff, imparting knowledge, setting up accounts, and attending meetings. Sasha is set up in the Director's office at the phone number 248-848-4301. Her email is Sasha.Matthews@farmlib.org

Red Cross Blood Drive

Tuesday, Dec. 16, 12:00–6:00 PM, FCL Farmington Meeting Room

If interested in donating blood, go to [Redcross.org](https://www.redcross.org) and enter sponsor code **Farmingtoncl** to register. You may also call 1 800 **RED CROSS** (1-800-733-2767).

Staff Holiday Party

The staff holiday has been planned for Friday, December 12 at 6:30 PM. A poll was sent out to staff listing options and a party after hours in the staff lounge was the majority vote. Maria, Jill, and I will be catering the party and the Social Committee is planning fun activities.

Patron Appreciation Cards

We received two cards from patrons expressing their appreciation of staff and the library this month. These will be shared at the board meeting.

MLK Jr . Day Events

Our MLK Day event will be held over three days. The schedule is as follows:

Saturday, January 17

- 2:00-3:30 PM: Hustle Line Dance

Sunday, January 18

- 1:30-4:30 PM: Film Screening & Discussion – “Selma, Lord, Selma

Monday, January 19

- 10 – 11 AM: Sign making
 - FH Lobby
- 11:00am – 11:30 AM: Legacy March
 - FH Parking Lot
- 11:30-12:30 PM: FPS Dance Performance
 - FH Auditorium
- 6:30-8:30 PM: Small Business Owners Panel: What is Your Dream?

Submitted by Kelley Siegrist, Director



Suggestion:

Since the Mahjong boxed game was discarded & apparently a replacement can't be found, could you please order an actual mahjong set & a mat? We miss having that also!



Suggestion:

It would be great if FCL had Linda/Lynda - which is "Premium" on LinkedIn. This way, residents/Patrons could use it for learning various programs online. Please direct some of your millage money that way - so we can all thrive.

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



Suggestion:

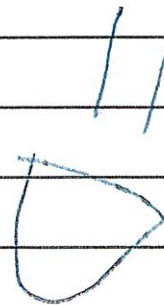
you're doing 6767! good job

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!



Suggestion:

maybe more stickers



Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!

Suggestion:

have better safe!
and toys!

Thank you for taking the time to fill out this form. Please place it in the Suggestion Box. Our leadership reads and reviews all suggestions!

What made your Library visit special?

We love the library! our 2 year old is almost done with the 1000 before Kindergarten and loves the puzzles and other STEM activities. She learned how to go up stairs in the kids area. ♥

FCL

Suggestion:

An earlier story hour to accommodate kids who nap at 12:00 would be great!