



JANUARY 16, 2014 MINUTES
FERNDALÉ PUBLIC LIBRARY BOARD MEETING
222 W. Nine Mile Rd., Ferndale, MI 48220

1. Call to Order: Meeting called to order by Patrick Dengate at 7:01 p.m.
2. Roll Call: Adrienne Gilmore, Monique Herzig, Judeen Bartos, Patrick Dengate, Frank Castronova, Tiffani Gagne. Director Jessica Keyser and Recording Secretary Kerrie Patterson also present.
3. Approval of Agenda:
Motion: Approve the agenda. (Judeen/second Frank); passed unanimously.
4. Public Comments: None.
5. Minutes:
 - Approve December 19, 2013 proposed minutes:
Motion: Approve December 19, 2013 proposed minutes as corrected.
(Tiffani/second Judeen); passed unanimously.
6. Election of Officers (Roll Call Vote):
 - A. President: Judeen nominates Pat; Tiffani seconds. (Roll call vote: Adrienne - yes, Monique - yes, Judeen - yes, Frank - yes, Pat - yes, Tiffani - yes).
 - B. Vice-President: Monique nominates Judeen; Frank seconds. (Roll call vote: Adrienne - yes, Monique - yes, Judeen - yes, Frank - yes, Pat - yes, Tiffani - yes).
 - C. Secretary: Pat nominates Tiffani; Adrienne seconds. (Roll call vote: Adrienne - yes, Monique - yes, Judeen - yes, Frank - yes, Pat - yes, Tiffani - yes).
 - D. Treasurer: Delegated to director.
Motion: Vacate the office of treasurer and delegate duties to director.
(Frank/second Adrienne); passed unanimously. (Roll call vote: Adrienne - yes, Monique - yes, Judeen - yes, Frank - yes, Pat - yes, Tiffani - yes).
7. Establish 2014 Meeting Schedule:

Third Thursday of every month: Jan.16; Feb. 20; March 20; April 17; May 15;
June 19; July 17; Aug. 21; Sept. 18; Oct. 16; Nov. 20; Dec. 18.

Motion: Establish the 2014 meeting schedule for the third Thursday of every month. (Adrienne/second Judeen); passed unanimously.
8. Director's Report: (See att.)

9. Committee Structure:

- Discuss adding one for promotion/outreach/communication: After discussion, it was decided that the board members are already stretched thinly between existing committees and that this committee is not really necessary. Monique believes that the board must be more aggressive in planning outreach regardless. The idea of distributing both paper and electronic newsletters promoting library events and the logistics of doing so was also discussed.
- Eliminate Bylaws & Policies Committee?: Most of the work for this committee has been completed. Most bylaw/procedure changes are now generated by staff. Any new bylaws may be assigned to a committee member when necessary.

Motion: Eliminate the Bylaws & Policies committee. (Monique/second Judeen); passed unanimously.

10. Appointment of Committee Chairs: Frank is taking over as chair of the Fundraising and Development committee. Monique will remain chair of Building and Finance Committee and serve as Liason to Friends of the Ferndale Library ; Judeen will remain chair of the Personnel Committee. Adrienne will join the Building & Finance and Personnel Committees while also still attending Fundraising & Development meetings. Pat will remain chair of the Art & Exhibitions Committee.

11. Committee Reports:

A. Art & Exhibitions: (See att.)

B. Building & Finance: (See att.)

*The lease agreement has not been worked on yet since filing the state aid forms is more of a priority.

*A new control board for the heat pump has been installed.

*North study room temperature issues have improved due to the thermostat being moved.

• Mid-year budget adjustments: (See att.) Expenditures in some areas have gone over budget, but unexpected revenue makes up for nearly all of it. Repair and Maintenance needs the most adjustment, due to the unexpected building issues. Ideas for improving the cleaning service was also discussed.

Motion: Approve the proposed mid-year budget amendments as presented by the director and chair of the Finance committee. (Judeen/second Frank); passed unanimously.

C. Bylaws & Policies: No report.

D. Friends of the FPL: No report.

• Books & Roses event: There is uncertainty as to whether this event will occur this year. A deadline needs to be set for cancelling or moving forward - the Friends would have to be involved in such a decision. A different fundraising event would take its place.

E. Fundraising and Development: No printed report. By mid-February, the case for support and purpose will be drafted and duties will be assigned to committee

members. A vendor came in showing signage for possible sponsors of rooms/ stacks for fundraising purposes.

F. Personnel: No report.

G. Donor Display: Design concepts have been worked on. Will tie in with the Fundraising committee's signage and list of donors.

12. Review action items:

A. Members will give photos and a one paragraph bio to Ed or Jessica for the website.

13. Announcements/comments from board members:

A. Monique- Mentioned that the DDA is having an event at the Kulick Center on the 20th of January, from 4-8 p.m. The Brownfield tax capture may start bringing in more revenue for the library due to an upcoming tax break.

B. Pat is giving a presentation on Thursday, January 23rd at 7 p.m. for the Artists Round Table event. It will be about the history of the relief print.

C. Jessica will not be able to attend the February board meeting.

14. Adjourn:

Motion: Adjourn the meeting at 8:42 p.m. (Judeen/second Tiffani); passed unanimously.