



JULY 17 , 2014 MINUTES  
FERNDALE PUBLIC LIBRARY BOARD MEETING  
222 W. Nine Mile Rd., Ferndale, MI 48220

1. Call to order: Meeting called to order by Patrick Dengate at 7:00 pm.
2. Roll call: Frank Castronova, Patrick Dengate, Monique Herzig, Tiffani Gagne, Adrienne Gilmore. Director Jessica Keyser and Recording Secretary Kerrie Patterson also present. Judeen Bartos absent with notice.

Audience: Mayor David Coulter, Councilman Daniel Martin and Crystal Proxmire of the Ferndale 115.

3. Approval of agenda:

**Motion: Approve the agenda as presented.** (Tiffani/second Frank); passed unanimously.

4. Minutes: Approve June 19, 2014 proposed minutes:

**Motion: Approve June 19, 2014 revised proposed minutes as presented.** (Frank/second Monique); passed unanimously.

5. Public comments: None.

6. Karen Meyer, Plante Moran; April Lynch, Ferndale City Manager:

- Unauthorized withdrawals of funds from library accounts: Through an internal audit of library accounts, Director Jessica Keyser identified several transactions and journal entries in Fiscal Year 2013 that were executed by the city finance department without authorization from the library. Meyer acknowledged that all transactions must be authorized by the library director going forward. Meyer will direct all finance department personnel to notify the Library Director when journal entries must be made to the library's account. Whether or not to have some routine bills be preapproved was also discussed without a decision made.

- Net realized gains 2013: The library gained \$1,600 for FY ending 2014 when a \$25K loss was projected. The city invests, based on their policy, pooled cash from several entities, including the library. The library has the right to their share of the money at any time and statements will be provided to the library director in the future.

- Establishing a separate library bank account: The library has the option of maintaining a separate account with Comerica if the board decides to remove its share

of funds from the pooled cash. Discussion was held regarding the efficiency of doing so and the pros and cons associated with same.

• Revenue projections: Property taxes are the library's main source of income. Discussion was held regarding using revenue projections as a budgeting tool. It was noted that Jessica's audit of the library funds has also helped the city with their own budgeting.

7. Director's report: (see att.) Page Gabriel Bray, is June's Ultimate Warrior. It was also noted that Ashley Lehman is doing a great job as the new head of youth, and is reaching out to home daycare centers to offer them library materials and story times. Employees Jordan and Jeff are trying to organize another benefit concert for August, and Dining for a Cause at Woodward Avenue Brewers takes place on July 29th.

8. Committee reports:

A. Art & Exhibitions: (see att.) Call for art: Menagerie, an animal based exhibition. Two big art loans expire at the end of July, so new loans are needed.

B. Building & Finance: Most covered above. LEED update: Seth is working with his mechanical engineer and an additional consultant and will submit an appeal to the Green Building Council's decision on our LEED application.

C. District Library: (see att.) The committee has had meetings with city and school elected officials and staff and recommended the following action:

**Motion: Authorize the ad-hoc committee to instruct the library attorney to begin drafting a district library agreement, at a cost not to exceed 5K.** (Monique/second Frank); passed unanimously.

D. Donor Wall: Pat visited a sign-maker and the sign "Our Supporters" will soon be in the corridor along with donor display plaques.

**Motion: Approve a plaque to be placed on the donor wall recognizing the work of the co-chairs of Ferndale Citizens for a Better Library: Bridget Deegan-Krause, Kelly Farrah, and Aaron Retish. The plaque size would reflect the highest donation level, as described in Policy 14, Section 11.A.** (Pat/second Tiffani); passed unanimously.

Frank will look into other names which should be placed on the wall.

E. Friends of the FPL: An \$8,000 contribution was given to the library, which was budgeted under operating expenses. A membership chair is needed. The Herman Miller Eames chair raffle will still occur but approximately 2 weeks after his lecture in September due to raffle license approval. Tickets will be \$20 each and there is a limit of 250. Reminder: the chair is a replica/collector's item.

F. Fundraising and Development: Committee will meet before next board meeting.

G. Personnel: No report.

9. Review action items:

A. Monique will continue to talk to the library's attorney to investigate the benefits of a separate bank account or staying the course with the city.

B. The ad-hoc committee will continue weighing the district library agreement and potential pros and cons.

C. Frank will coordinate a date for the F&D meeting.

10. Announcements/comments from board members:

A. Everyone congratulated Adrienne on her new daughter and welcomed her back.

B. Tiffani and Adrienne are looking forward to Pig & Whiskey and volunteering for the library beer tent.

11. Adjourn:

**Motion: Adjourn the meeting at 8:39 pm.** (Adrienne/second Monique); passed unanimously.