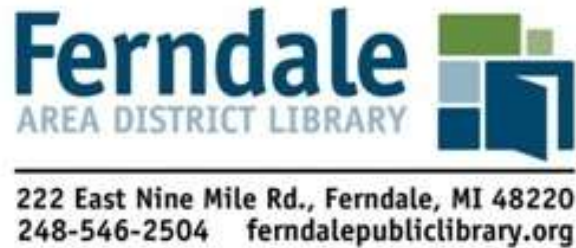


DIRECTOR
Jessica Keyser
BOARD OF TRUSTEES
Judeen Bartos
Frank Castronova
Patrick Dengate
Adrienne Gilmore
Monique Herzig
Adam Steinman
Kevin Yezbick



*Strengthening the community by
providing access to materials
and services that inform, enrich,
entertain and empower.*

Minutes of Special Board Meeting
June 29, 2015

1. Call to order: Meeting called to order by Judeen Bartos at 7:05 p.m.
2. Roll call: Judeen Bartos, Frank Castronova, Patrick Dengate, Adrienne Gilmore, Monique Herzig, and Kevin Yezbick. Director Jessica Keyser also present. Adam Steinman absent with notice. Frank Castronova acted as recording secretary.
3. Approval of agenda
Motion: Approve the agenda as submitted. (Yezbick/second Herzig); passed unanimously
4. Public comments: no members of the public were present
5. Proposed Bylaw Revisions
 - A. Bylaw VIII – Director
Motion: Approve amendment to Bylaw VIII, Director, as proposed. (Castronova/second Dengate); passed unanimously
 - B. Bylaw IV – Officers of the Ferndale Area District Library Board
Motion: Approve amendments to Bylaw IV, Officers, as proposed. (Herzig/second Dengate); passed unanimously
6. Freedom of Information Act (FOIA)

Order changed per discussion since coordinator and alternate appointments were dependant on adoption of FOIA policy.

 - B. Adopt FOIA Policy
Motion: Adopt Freedom of Information Act, Policy 20, as submitted. (Yezbick/second Herzig); passed unanimously
 - A. Appoint FOIA Coordinator and Alternate
Motion: Adopt the following resolution:
WHEREAS, the members of the Ferndale Area District Library (FADL) have adopted a policy regarding the Freedom of Information Act (FOIA), and that this policy requires a FOIA Coordinator and an Alternate FOIA Coordinator be appointed,

BE IT RESOLVED that the Board appoints **Jessica Keyser, FADL Director**, as the library’s FOIA Coordinator. She shall administer this policy, in accordance with all other relevant laws, in such things as processing FOIA requests for information, etc.

BE IT FURTHER RESOLVED that the Board appoints **Ed Burns, FADL Assistant Director**, as the library’s Alternate FOIA Coordinator, to fulfill the duties of the FOIA Coordinator should it be necessary or desirable to do so.

(Dengate/second Herzig); passed unanimously and signed by president Judeen Bartos and secretary Frank Castronova

C. Discuss Supporting Documents – if needed

No motions necessary to adopt Written Public Summary of FOIA Procedures and Guidelines. Jessica Keyser will maintain said document as well as any necessary forms. This document does not need to be added to the library's bylaws and policies document.

7. Adopt Investment Policy

Jessica Keyser asked if money market accounts were considered as potential investments. Money market accounts were added to the draft policy.

Motion: Adopt Investment Policy (Policy 21) as amended. (Herzig/Gilmore); passed unanimously

8. Review action items

A. A member of the Building and Finance Committee will meet with Jessica Keyser and representative(s) from Abraham and Gaffney while they are at City Hall on July 6 or 7.

B. Building and Finance Committee will convene before the July board meeting to make recommendations on Capital Asset, Fraud Risk Management, and Fund Balance policies for the board to consider.

9. Announcements/comments from board members

A. Members discussed extant furniture and building damages and necessary cleansing and repairs, signage, and violations of the library's no-food policy.

B. Monique Herzig thanked Kevin Yezbick, Judeen Bartos, Patrick Dengate, and Frank Castronova for helping to clean the library on Sunday, July 28.

10. Adjourn

Motion: Adjourn the meeting at 7:41 p.m. (Dengate/second Castronova); passed unanimously