

DIRECTOR  
Jessica Keyser  
BOARD OF TRUSTEES  
Judeen Bartos  
Kelly Farrah  
Adrienne Gilmore  
Amanda Hanlin  
Monique Herzig  
Adam Steinman  
Kevin Yezbick



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

222 East Nine Mile Rd., Ferndale, MI 48220  
248-546-2504 ferndalepubliclibrary.org

## Library Board Meeting

### Approved Minutes

December 15, 2016 - 6:30 PM

1. Call to order: Meeting called to order by Judeen Bartos at 6:32 pm.
2. Roll call: Kelly Farrah, Monique Herzig, Adrienne Gilmore, Kevin Yezbick, Judeen Bartos. Amanda Hanlin arrived at 6:37 pm. Interim Director Darlene Hellenberg and Recording Secretary Kerrie Patterson also present. Mary Riegel, future board member, also present. Adam Steinman absent with notice.
3. Approval of agenda:  
**Motion: Approve the agenda.** (Farrah/second Herzig); passed unanimously.
4. Minutes: Approve November 17, 2016 regular meeting proposed minutes and December 1, 2016 special meeting minutes.  
**Motion: Approve the November 17, 2016 regular meeting minutes.** (Herzig/second Gilmore); passed unanimously.  
**Motion: Approve the December 1, 2016 special meeting minutes.** (Farrah/second Yezbick); passed unanimously.
5. Public comments: None.
6. Director's report: (See att.) Discussion of written report. It was recommended that Darlene solicit another quote regarding lighting repairs.
7. Abraham and Gaffney Letters of Engagement:
  - A. Accounting Services: It was agreed that it would be worthwhile to amend the existing contract to include additional services from their firm which may include monthly budget reports, assistance with payroll and annual budget preparation/amendments, and quarterly board meeting attendance. Estimated additional monthly cost is \$205.  
**Motion: Approve the revised agreement with Abraham & Gaffney with the recommended change that the contract sync with the fiscal year rather than calendar year.** (Yezbick/second Hanlin); passed unanimously.

**B. Special Project:** The Board also requested a letter of engagement from Abraham and Gaffney pertaining to special projects. These items will be on an as-needed basis and would be billed accordingly. The board tabled a vote on this item until its January meeting.

**8. Director search updates/decisions:** Jobeth Bradbury of Bradbury Miller Associates proposed an initial library visit on January 4<sup>th</sup> and 5<sup>th</sup>. They will meet with the board, the Friends, staff, and representatives from the Ferndale school district are also welcome. Judeen and Darlene will solidify dates and times for the visit. An updated contract and addendum were presented and reviewed prior to final board approval.

**Motion: Approve the agreement as presented with Bradbury Miller Associates.** (Gilmore/second Herzig); passed unanimously.

**9. Oath/Office/Committee discussion, Board meeting schedule for 2017:** Oaths of office need to be completed before January 1<sup>st</sup>. Offices will be selected during the first January meeting. Discussion of revisions to committee structure introduced with decisions to be made in January. The 2017 board meeting schedule was finalized.

**Motion: Approve the board meeting schedule as presented.** (Hanlin/second Farrah); passed unanimously.

**10. Sunday hours discussion:** Board and interim Director agreed to postpone discussion of Sunday hours until Director search is finalized.

**11. Committee reports:**

**A. Art & Exhibitions:** (See att.) Discussion of written report. Exhibits will likely remain quarterly.

**B. Building & Finance:** General discussion of finance. The audit report is still in its draft stages.

**C. Communications:** No report. Judeen urged the board to join MLA. Senate bills regarding libraries are likely to pass.

**D. Friends of the FADL:** The volunteer appreciation brunch is on January 14<sup>th</sup> from 10 am to 12 pm and the board is welcome to attend. A strategic planning session for the Friends will be on January 28<sup>th</sup>, also from 10 am to 12 pm. Since the fiscal year started, the bookstore has raised about \$5,000 and Amazon sales have brought in about \$2,200. The Friends also purchased a movie license so that the library may once again show films. Jordan is hosting teen movie nights for a year to see if attendance makes it worthwhile. Janelle Rogers is also willing to participate in the director search.

**E. Fundraising and Development:** No report. Past due sponsorships will be addressed by Judeen and Darlene.

**F. Personnel:** Adrienne sent out the KSA Google Doc. Would be easier to keep track of conversation with comments rather than editing so that no wording is lost. It was suggested that

Darlene create a similar spreadsheet for staff input. They will both be given to Jobeth when ready.

**12. Review action items:**

- A.** Darlene will get a quote from another electrician regarding the broken light fixtures.
- B.** The board will review the A&G special project contract in order to vote next meeting. Send questions needed to be asked of their staff to Darlene.
- C.** Judeen will finalize the board meeting schedule for 2017.
- D.** Darlene will create a KSA spreadsheet for staff to contribute to.

**13. Announcements/comments from board members:**

- A.** Adrienne realized it was Monique's last meeting and thanked her for her service, especially in regards to financial projects and separation from the city.
- B.** Monique stated that the library is in good hands going forward, and that she will still advocate for the library as a community member. She will also still aid the search committee and be on committees in general. She thanked everyone for their board service as well. She is happy to step back a bit and focus on her business, which is doing very well.
- C.** Kelly wished everyone a happy holiday.
- D.** Amanda seconded Adrienne, and wished everyone a happy holiday as well. Her new baby is doing fantastic.
- E.** Kevin wished everyone a happy and healthy holiday, noting that there is a bug going around. He's sad that a lot of knowledge is leaving the board with Monique's departure, but noted that a lot of new knowledge will be coming with Mary's arrival.
- F.** Judeen thanked Monique for her service and welcomed Mary. She also encouraged everyone to attend the volunteer appreciation brunch.
- G.** Mary is excited to be involved, and wished everyone a happy holiday.

**14. Adjourn:**

**Motion: Adjourn the meeting at 8:03 pm.** (Farrah/second Gilmore); passed unanimously.

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*Proposed minutes of this meeting will be available for public inspection at the Ferndale Public Library, located at 222 East Nine Mile Road, Ferndale, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267.)*