

INTERIM DIRECTOR
Darlene Hellenberg
BOARD OF TRUSTEES
Judeen Bartos
Richard Consul
Kelly Farrah
Adrienne Fazzolara-Gilmore
Amanda Hanlin
Mary Riegle
Kevin Yezbick



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providing access to materials
and services that inform, enrich,
entertain and empower.*

Library Board Meeting

Approved Minutes

January 19, 2017

1. Call to order: Meeting called to order by Judeen Bartos at 6:33 pm.
2. Roll call: Kevin Yezbick, Adrienne Gilmore, Judeen Bartos, Kelly Farrah, Richard Consul, Mary Riegle. Interim Director Darlene Hellenberg and Recording Secretary Kerrie Patterson also present.
3. Approval of agenda:
Motion: Approve the agenda as presented. (Hanlin/second Farrah); passed unanimously.
4. Minutes: Approve December 15, 2016 regular meeting proposed minutes:
Motion: Approve December 15, 2016 regular meeting proposed minutes. (Gilmore/second Farrah); motion carries with majority; Consul abstained.
5. Audit Presentation - Gabridge: Joe Verlin provided a verbal summary of the 32-page written report. The library earned an unmodified opinion, which is the highest opinion possible. As of June 30th, 2016, controls are in place and financial statements are accurate and timely. **Can't do a true one-year comparison yet since last year's audit only covered 6 months.**
Motion: Accept the audit as presented. (Yezbick/second Gilmore); passed unanimously.
6. Abraham and Gaffney - General discussion and Special Project: Katie Cronk and Jessica Angerer were present to represent the company and answer any questions. Angerer will be taking over for Cronk in handling the library's account within the next few weeks. Hanlin suggested that a standing agenda item for finance committee would include communication with A&G to discuss budget/ask questions, and look at anything that's 10% or more over budget. Bartos wishes for a short narrative report to go along with the hard numbers. Consul requested a bar chart of expenses divided by month to look for seasonal trends. Re: Scope of services/engagement letter, the board wants financial forecasting.

Motion: Approve the letter of engagement for scope of special services; 5-year financial forecast.

(Hanlin/second Yezbick); passed unanimously.

7. Public comments: None.

8. Director's report: (See att.) Some highlights:

- Darlene shared the energy audit completed by Siemens. Report outlined several suggestions for lowering energy costs. Darlene will follow up with them regarding cost estimates for implementation.
- Hoopla was launched on January 9th and the number of people signing up has steadily grown. Darlene will provide Board with updates on usage.
- Staff meet-ups with Bradbury re: the director search went well.

9. Employee Medical leave - Eve Foley: Board discussed possible extension of Eve's medical leave based on feedback from her doctor regarding readiness to return to work. Darlene and Judeen will contact legal counsel to discuss the extension and any potential ramifications.

Motion: Continue medical leave and health insurance coverage as has been the past year for 3 more months, terminating May 5th 2017, pending legal approval. (Gilmore/second Farrah); passed unanimously.

10. Director search updates - community involvement discussion: Staff and board enjoy working with Bradbury. The position announcement was posted today and will close March 12th. The City and School board will be notified of timeline and the process.

11. Onboarding new members: Mary Riegler and Richard Consul. Hellenberg has a checklist of all items which need to be provided to them, such as name tags and parking passes. The library's letterhead will be updated. All board members must provide copies or scans of their notarized oath of office.

12. Election of Officers: (Roll Call Vote)

A. Treasurer: Bartos nominated Yezbick, Gilmore seconded. Yezbick accepted. Riegler- yes, Yezbick- yes, Gilmore- yes, Hanlin- yes, Bartos- yes, Farrah- yes, Consul- yes.

B. Secretary: Gilmore nominated Farrah, Yezbick seconded. Farrah accepted. Riegler- yes, Yezbick- yes, Gilmore- yes, Hanlin- yes, Bartos- yes, Farrah- yes, Consul- yes.

C. Vice President: Farrah nominated Hanlin. Yezbick seconded. Hanlin accepted. Riegler- yes, Yezbick- yes, Gilmore- yes, Hanlin- yes, Bartos- yes, Farrah- yes, Consul- yes.

D. President: Hanlin nominated Bartos. Gilmore seconded. Bartos accepted. Riegler- yes, Yezbick- yes, Gilmore- yes, Hanlin- yes, Bartos- yes, Farrah- yes, Consul- yes.

13. Committee reports:

A. Art & Exhibitions: (see att.) The committee recommended that the board accept the two donations mentioned in the report. Name plates for the donations will need to be made if accepted.

Motion: Accept the recommendation of the Arts & Exhibitions committee to accept Mark Benglian's titular piece. (Farrah/second Bartos); passed unanimously.

Motion: Accept the recommendation of the Arts & Exhibitions committee to accept the Woodwardian piece. (Farrah/second Riegler); passed unanimously.

B. Building & Finance: No report.

C. Communications: No report.

D. Friends of the FPL: Kelly mentioned that librarian Ed Burns does a lot of good for the Friends. She did not make volunteer appreciation brunch, but it went well. Date of Caddystacks fundraising event moved to Sunday, March 12th. Hole and green sponsors are needed. The annual member's only courtyard party will have a Mad Hatter theme. A new social media person is needed for the Friends' board. Strategic planning is on Saturday, January 28th at 10 am in the library.

E. Fundraising & Development: No report.

F. Personnel: Covered with Foley/Director search above.

14. Appointment of new committee chairs:

A. Bartos appointed Hanlin to chair the Building committee. Hanlin accepted.

B. Bartos appointed herself to chair the Finance committee.

C. Bartos appointed Riegler to chair the Communications. Riegler accepted.

D. Bartos appointed Yezbick to chair the Arts & Exhibitions committee. Yezbick accepted.

E. Bartos appointed Gilmore to chair the Personnel committee. Gilmore accepted.

F. Bartos appointed herself to chair the Schools/Education committee.

G. Discussion of Fundraising & Development committee occurred. Committee chairmanship will be left open until new Director is in place.

H. Farrah will continue to be the liaison to the Friends.

I. Members for these committees will be discussed at future board meetings.

15. Review action items:

A. Additional documents will be distributed to Board.

B. Hellenberg will contact DTE regarding wrongly charged sales tax.

D. Hellenberg will take care of the new board member checklist items.

E. The board should send bios and pictures to Bartos for the website by next Friday, January 27th.

F. The building committee will review Siemen's energy audit with Darlene.

16. Announcements/comments from board members:

A. Yezbick: Has forms that need to be signed re: accepting art donations.

B. Hanlin: Thanked board for abiding her baby in the meeting.

C. Farrah: Welcomed new board members.

D. Bartos: Welcomed new board members.

17. Adjourn:

Motion: Adjourn the meeting at 8:42 pm. (Gilmore/second Riegler); passed unanimously.

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.