

DIRECTOR
Jenny Marr
BOARD OF DIRECTORS
Judeen Bartos
Kelly Farrah
Adrienne Fazzolara
Amanda Hanlin
Daniel Hooper
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

October 15, 2020 - 6:30 PM

1. Call to order: Meeting called to order by Judeen Bartos at 6:31 pm.
2. Roll call: Judeen Bartos, Kelly Farrah, Adrienne Fazzolara, Amanda Hanlin, Daniel Hooper, Kevin Yezbick. Director Jenny Marr and Recording Secretary Kerrie Patterson also present.
3. Approval of agenda:
Motion: Approve the agenda. (Hanlin/second Yezbick). Bartos-yes, Farrah-yes, Fazzolara-yes, Hanlin-yes, Hooper-yes, Yezbick-yes.
4. Public comment: None.
5. Minutes: Approve September 17, 2020 regular meeting proposed minutes:
Motion: Approve September 17, 2020 regular meeting proposed minutes. (Farrah/second Hooper). Yezbick-yes, Hooper-yes, Hanlin-yes, Fazzolara-yes, Farrah-yes, Bartos-yes.
6. Director's report: (See att.) Youth librarians are doing outreach to Ferndale Public Schools in the form of virtual book clubs and library card sign-up on Fridays. Socially distanced in-person book clubs are being planned. There has also been an increase in virtual programming by both adult and children's librarians. There will be a virtual Halloween party for teens on the night before Halloween, which would have been a lock-in on any other year. Activity bags for adults and children are still moving as curbside pickup for both printing and materials is rising. Last month's cookbook club was successful and the next one is October 21, 2020. November 8th is the library's true 90th anniversary, and that weekend will be a giveaway for the commemorative cups. A non-alcoholic drink recipe is in the works to fill them.
7. Humidifier Proposal: (See att.) Marr presented a proposal to remove and replace the current humidifier, which has been non-functional for a long period. It is not able to be repaired as parts are no available to do so. The proposal is from Guardian Environmental Services. Marr has not been able to obtain other quotes as other companies solicited have not responded. The quote presented includes the new humidifier, installation, and removal and disposal of the old one. Marr will submit the expenditure for consideration to be covered by CARES grant funding, as a properly humidified building helps maintain the air quality needed to prevent Covid-19.
Motion: Approve the Guardian Environmental Services proposal for the humidifier. (Farrah/second Fazzolara). Bartos-yes, Farrah-yes, Fazzolara-yes, Hanlin-yes, Hooper-yes, Yezbick-yes.
8. Website Demonstration: Staff members Ed Burns, Kelly Bennett, Jordan Wright, and Darlene Hellenberg have been working on the new website and are near completion. The new website provides increased functionality and allows various interactive abilities that have not been available on the old one. It is accessible on mobile devices. The board gave suggestions in regards to aesthetics and content arrangement, and also asked that it be reviewed for ADA compliance. Marr will take all suggestions to the appropriate staff, and the board will have a chance to review the site again before it goes live.

9. Acceptance of expenditures and finance reports for the month of September: Marr reviewed financial documents and announced a draft audit will be available in November, and the audit possibly presented at the December meeting.

Motion: Accept the expenditures and finance reports for the month of September. (Yezbick/second Hanlin). Bartos-yes, Farrah-yes, Fazzolara- yes, Hanlin-yes, Hooper-yes, Yezbick-yes.

10. Board vacancy discussion: Board discussed filling the open board position. The Board reached consensus that application period will begin November 17th and applications will be available shortly before then through the website and social media.

11. Committee reports:

A. Art & Exhibitions: No report.

B. Friends of the FPL: Still meeting virtually. Cookbook coming soon.

C. Equity, Diversity and Inclusion – new committee: Committee is now official on the website. Bartos will chair to get it started. Hanlin and Hooper will assist, as well as staff member Jeff Milosevich. Committee membership will be reviewed in six months.

D. Finance: No report.

E. Personnel: Will be covered in closed session.

F. Schools: No report.

12. Review action items:

A. Marr will double check the formulas in the program statistics spreadsheet.

B. Marr will pass on suggestions for the website to the appropriate people.

C. Marr will edit the board member application, and Kelly Bennett will create the online form (either Google or Jotform).

D. Marr will give the final version of the board vacancy press release to Ed Burns for the website.

E. Kelly Farrah will test the applicant form once it's ready, and will be checking the board email.

F. Bartos will create a framework for EDI committee (goals, etc); Marr will announce the EDI committee to the staff to see if anyone wants to join.

13. Announcements/comments from board members:

A. Yezbick used the online library card renewal application and appreciated the smooth and easy process.

14. **Closed Session to be convened** – to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing, in accordance with Sec. 8(a) of the Open Meetings Meeting (OMA) MCL 15.268.

Motion: Enter closed session to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing, in accordance with Sec. 8(a) of the Open Meetings Meeting (OMA) MCL 15.268. at 8:02 pm.

(Hanlin/second Fazzolara). Bartos-yes, Farrah-yes, Fazzolara-yes, Hanlin-yes, Hooper-yes, Yezbick-yes.

Motion to leave closed session made at 8:20pm. (Hanlin/second Fazzolara). Bartos-yes, Farrah-yes, Fazzolara-yes, Hanlin-yes, Hooper-yes, Yezbick-yes.

15. Board came out of closed session at 8:20

Motion: Approve the Director's Evaluation. (Fazzolara/second Hanlin) Judeen Bartos-Yes; Kelly Farrah-Yes; Adrienne Gilmore-Yes; Daniel Hooper-Yes; Kevin Yezbick-Yes

Motion to Adjourn the regular meeting at 8:24pm. (Fazzolara/second Hanlin) Judeen Bartos-Yes; Kelly Farrah-Yes; Adrienne Gilmore-Yes; Daniel Hooper-Yes; Kevin Yezbick-Yes

Proposed minutes of this meeting will be available for public inspection at the Ferndale Area District 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.)