

DIRECTOR
Jessica Keyser
BOARD of TRUSTEES
Patrick Dengate, *President*
Judeen Bartos, *Vice President*
Tiffani Gagné, *Secretary*
Frank Castronova
Adrienne Gilmore
Monique Herzig



Ferndale
PUBLIC LIBRARY

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

222 East Nine Mile Rd. Ferndale, MI 48220

MINUTES
Regular Board Meeting
December 18, 2014

1. Call to order: Meeting called to order by Patrick Dengate at 7:00 pm.
2. Roll call: Judeen Bartos, Frank Castronova, Patrick Dengate, Monique Herzig, Tiffani Gagne (until 7:30 pm), Adrienne Gilmore. Director Jessica Keyser and Recording Secretary Kerrie Patterson also present.
3. Approval of agenda: Consensus to move agenda item #13 to follow agenda item #6.
Motion: Approve the amended agenda. (Herzig/second Bartos); passed unanimously.
4. Minutes: Approve Nov. 20, 2014 regular meeting proposed minutes:
Motion: Approve Nov. 20, 2014 regular meeting proposed minutes. (Castronova/second Bartos); passed unanimously.
5. Public comments: Kevin Yezbick is looking forward to being part of the new district library board; terms officially begin on December 31, 2014.
6. Resolution approving agreements related to district library:
Motion: Adopt the resolution approving the agreements attached to the district library agreement. (Bartos/second Gagne); passed unanimously.
7. Director's Annual Evaluation:
Motion: Move into closed session in order to discuss the director's annual evaluation. (Herzig/second Castronova); Roll call vote: Bartos - yes, Castronova - yes, Dengate - yes, Gilmore - yes, Herzig - yes, Gagne - yes.
Moved into closed session at 7:07 pm.
Moved back into open session at 7:26 pm.
Motion: Approve the final version of the annual director's evaluation. (Bartos/second Gagne); passed unanimously.
8. Discuss signage changes related to district library: The spreadsheet listing all items and areas in need of name changing was discussed. Items in print can simply be updated as needed. Outdoor signage changes are being looked into, but there is no legal requirement to change the signage within a certain period of time; a banner may be used in the meantime until funding for new signage is available. Changing the vinyl lettering on the outer doors is relatively inexpensive and will be explored first. Many electronic changes will require a simple

update; however, changing the website URL and employee email addresses may prove to be more difficult.

9. Establish date for January 2015 meeting: The whole year's schedule can't be decided until the board officially meets as the district library board. Agenda items for the next meeting were discussed. A budget hearing is necessary at least a week before the budget can formally be adopted by the district library board, and legally the results must be posted in a print publication.

Motion: Set the next meeting date as January 15, 2015 at 7:00pm. (Bartos/second Castronova); passed unanimously.

10. Formation of an ad-hoc bylaw review committee: Consensus to allow Pat and Frank to go through the bylaws to highlight and make possible changes within the next month. Most changes will simply be name changes; however, policies regarding filling vacant seats will now legally require district library procedures.

11. Director's report: (See att.) Pat likes the new Enterprise catalog. The TLN shared system is currently looking into possibly changing the software from SirsiDynix, however, which may cause changes to the public catalog again in the future. The staff holiday party invitation was extended to the board. The library newsletter, written by staff member Jeff Milo, was praised for helping one of the library's strategic goals by efficiently promoting all events. The men's restroom toilet now has a manual flusher; the remaining five toilets still have automatic flushing mechanisms which frequently break. Cost effective replacement options were discussed; it will be cheaper to replace them all at once.

12. Committee reports:

A. Art & Exhibitions: No report.

B. Building & Finance: It is a goal to have a more transparent committee. It is hoped that more members can soon be recruited. The committee will consult on signage.

C. Friends of the FPL: January 17th will be the grand opening for the Playful Minds Learning Area in the kids' corner. This area was made possible by a donation from the Friends. About \$3,000 in sales came from the bookstore and Amazon book sales last month. A secretary for the Friends board is still needed, and they currently usually operate without quorum, so it is hoped that more members will join.

D. Fundraising and Development: (See att.) Solicitation letters for people who have given in the past but not yet this year need to be mailed out before the end of the year. The committee would like to meet in January, and also needs more members. Judeen noted the possibility of creating a communications committee that would focus on the future millage campaign and PR.

E. Personnel: (See #7 above).

13. Discuss public info meeting/LEED plaque dedication event: Not much can be planned until the LEED plaque is obtained. Ideas were discussed.

14. Review action items:

A. Jessica will look into changing the name in vinyl on the doors, and getting a banner.

- B.** Jessica will look into prices for putting next month's budget hearing results in print, as required by law.
- C.** Committee chairs should speak to current committee members to see if they want to stay on/be re-appointed.
- D.** Monique will go to city council's second January meeting (26th) to call for new committee members.
- E.** Pat and Frank will go through the bylaws.
- F.** Letters for people who have donated in the past but not yet this year need to be printed and mailed out before the end of this year.

15. Announcements/comments from board members:

- A.** Frank suggested that it would be helpful for patrons if this library posts the Oak Park library's Sunday hours, as it currently does for the Hazel Park library's Friday hours, to fill in the gaps on days it's closed. He announced that there will be a menorah lighting ceremony at the Kulick Center on Tuesday, December 23rd at 6:00 pm.
- B.** Adrienne is happy about the district library approval and praised the board's hard work.
- C.** Judeen, Monique and Pat wished everyone happy holidays.
- D.** Pat announced it was an honor and a privilege to be the board president for the past two years, but he does not intend to be president again next year.

16. Adjourn:

Motion: Adjourn the meeting at 8:33 pm. (Bartos/second Castronova); passed unanimously.