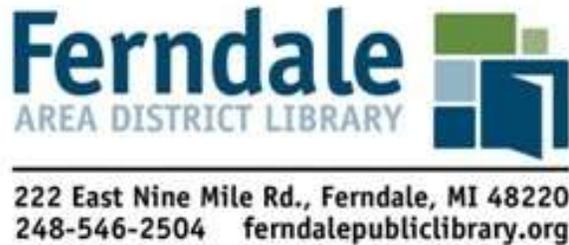


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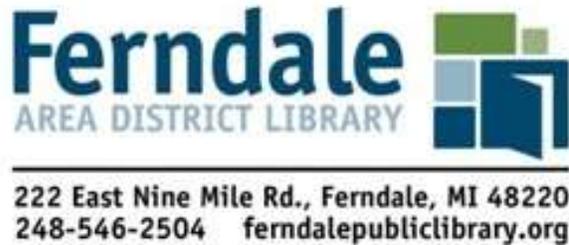
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## Minutes of Board Meeting

August 20, 2015

1. Call to order: Meeting called to order by Judeen Bartos at 7:05 pm.
2. Roll call: Judeen Bartos, Frank Castronova, Adrienne Gilmore, Monique Herzig, Adam Steinman. Recording Secretary Kerrie Patterson also present. Kevin Yezbick and Patrick Dengate absent with notice. Director Jessica Keyser arrived at 7:06 pm.
3. Approval of agenda: Jessica wanted to add a copier contract proposal after her report.  
**Motion: Approve the agenda as amended.** (Castronova/second Herzig); passed unanimously.
4. Minutes: Approve July 15, 2015 regular meeting proposed minutes:  
**Motion: Approve July 15, 2015 regular meeting proposed minutes.** (Herzig/second Steinman); passed unanimously.
5. Public comments: None.
6. Letter to city regarding transfer of funds: (See att.) Sent out August 4th. Jessica met with the city manager on August 19th and received a check for over \$715,000. The remaining fund balance is still in the city's general fund, but the library has enough to operate on its own now. It is hoped to have all of the library's money in the Comerica account by October. The city will continue to do the library's payroll until the end of the calendar year. However, instead of keeping some of the library's money for that purpose, the city will invoice the library instead.
7. Director's report: (See att.) Discussed. A proposal was submitted to MLA to feature the Staff Ultimate Warrior program in a presentation and it was accepted.
  - A. Copier Proposal: The library's current contract expires in June 2016. Millennium Business Solutions offers a cheaper 5-year contract that would also bestow the library with two new copy machines (one public, one staff). They will cover the fees

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for breaking the current contract early. There is a \$700 rebate for accepting this offer before the end of the month.

**Motion: Authorize Jessica to pursue copier contract.** (Castronova/second Steinman); passed unanimously.

**8. Menorah ceremony proposal:** Discussed the option of hosting Rabbi Finman's menorah display in the library courtyard. It is still unknown whether the courtyard can be rented out via the library or if it's city property. Vote tabled until next month.

**9. Policy Review/Revise:**

**A. Credit Card (3):** Issuing a separate credit card to all department heads and the assistant director, in addition to the director, in their own names is deemed safer and less of a fraud risk than simply allowing those people to use the card in the director's name. This provides more of a paper trail than petty cash, too, and helps with the audit process.

**Motion: Adopt the proposed changes to the library credit card policy proposed by the director.** (Herzig/second Castronova); passed unanimously.

**B. Gifts and Sponsorships (14):** Striking the last part of 2; monetary gifts will not be channeled through the Friends; all money received goes through director. Striking 9 entirely since 3 and 4 covered it. The parts after the old part 9 will need to be re-numbered. Will vote to adopt next time with the full board present.

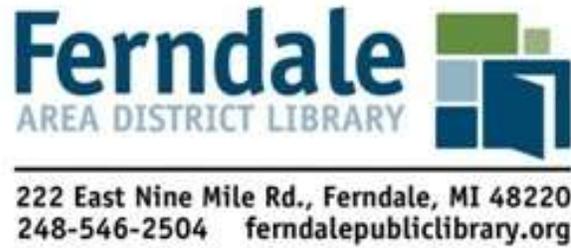
**C. Staff Grievance (13):** Can't make changes without the help of an attorney. Ties in with the Whistleblower policy.

**D. Whistleblower (new):** Can't make changes without the help of an attorney.

**E. Capital Asset (new):** Useful life definitions to capital added. Disposal policy for technology should be added at a later date.

**Motion: Approve the Capital Asset Management policy as presented.** (Gilmore/second Herzig); passed unanimously.

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**F. Fund Balance (new):** Line struck about majorities and super majorities. Minimum fund balance deficiency part can be struck due to how it's managed.

**Motion: Approve the Fund Balance policy as presented.** (Castronova/second Herzig); passed unanimously.

**G. Fraud Risk (new):** The provisions suggested by the documents presented for review are covered by existing policies/procedures in the Employee Handbook and Board Policies. The existing credit card policy, which falls under fraud risk management, was just updated.

**10. Board Appreciation Resolution - Friends of the Ferndale Library:** (See att.) Adam gave a presentation to city council; Judeen has formal resolution to be signed by Frank and presented to the Friends.

**Resolution approved unanimously.**

**11. Committee reports:**

**A. Art & Exhibitions:** (See att.)

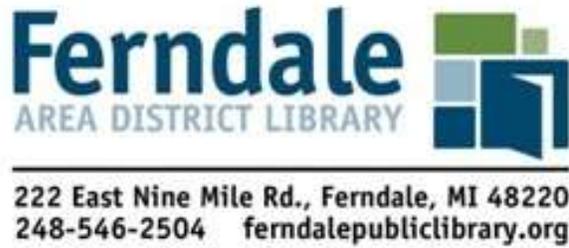
**B. Building & Finance:** (See att.) First tax disbursement deposited into new Comerica account. Strategic plan and millage conversations will be had with school board and city council. Monique is speaking to people who have had successful millage campaigns with the library in the past about timing and presentation.

**C. Communications:** Adam is attending some city council meetings. Will attend one a month when possible. Frank was appointed as a member to this committee by Judeen.

**D. Friends of the FPL:** (See att.) Made \$1300 from Pig and Whiskey tips, which is \$400 less than last year.

**E. Fundraising and Development:** Frank would like to meet with 2 other board members and Jessica to talk about strategy at a private meeting sometime before mid-September. Judeen and Jessica will attend for sure. Got a sponsorship from PBR

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for the upcoming benefit concert and recently got an individual \$500 donation as well this month.

F. Personnel: 2 building monitors hired. They seem to be doing well so far.

**11. Review action items:**

- A. The board will think about the menorah proposal to vote on next month.
- B. Frank will clean up suggested policy 14.
- C. The board will refer to attorney with policy 13 and the whistleblower policy.
- D. Frank will add approved policies to the master document.
- E. Frank will sign the resolution and present it to the Friends.
- F. 1 more board member needed to participate in F&D strategy meeting.

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

- A. Adam won't be able to attend next month's meeting.
- B. Frank announced that Kelly Bennett did a great job with the Summer Concert Series, and specifically the Beatles Tribute show last week.
- C. Judeen mentioned the nice letter than Jessica received about librarian Susan Paley's good performance from a patron.
- D. Monique is looking forward to the benefit concert on Friday, August 28th.
- E. Adrienne wanted to thank the 3 Bray brothers (Gabriel, Griffin and Gideon) for their fundraising efforts in front of the library on the day of the Dream Cruise. She will send them a thank you card.

**13. Adjourn:**

**Motion: Adjourn the meeting at 8:31 pm.** (Herzig/second Steinman); passed unanimously.