

Ferndale

AREA DISTRICT LIBRARY



Ferndale Area District Library Board Meeting

December 17, 2015

1. Call to order: Meeting called to order by Judeen Bartos at 7:23 pm. Judeen appointed Amanda Hanlin as temporary secretary.

2. Roll call: Monique Herzig, Kevin Yezbick, Judeen Bartos, Amanda Hanlin. Director Jessica Keyser and Recording Secretary Kerrie Patterson also present. Adam Steinman and Adrienne Gilmore absent with notice.

3. Approval of agenda: Audit report moved to #4.

Motion: Approve the agenda with edits. (Herzig/second Yezbick); passed unanimously.

4. Draft audit report: Joe Verlin from Gabridge & Co delivered the audit report, based on the first six months of 2015. The opinion statement expressed on page 2 of the report was said to be the highest possible opinion given, i.e. the library's accounting principles are generally accepted. Future audits will be yearly and will provide more comparative information. The building bond is still on the City of Ferndale's books, rather than the library's. But the library is obligated to pay, and the bond should be paid off in 2027. Lastly, the auditor's statement expressed that good controls are in place, and there was nothing negative to report. Joe recommended that the library begin its next audit in October 2016.

Motion: Accept the audit report as presented. (Yezbick/second Hanlin); passed unanimously.

5. Minutes: Approve November 19, 2015 regular meeting proposed minutes:

Motion: Approve November 19, 2015 regular meeting proposed minutes as presented.

(Yezbick/second Hanlin); passed unanimously.

6. Minutes: Approve December 3, 2015 special meeting proposed minutes:

Motion: Approve December 3, 2015 special meeting proposed minutes as presented.

(Herzig/second Hanlin); passed unanimously.

7. Public comments: None.

8. Director's report: (See att.) The library's online patron survey is going well, and data from the paper surveys will be compiled when the survey closes on January 17, 2016. With regard facility maintenance, two heat pump drivers failed and need to be replaced.

9. Worker's compensation policy: The library needs its own Worker's Compensation plan since it will no longer be covered by the city's plan in 2016. Two proposals were given, one from Michigan Municipal League and one from Hartford. The library is already using MML for liability insurance and is satisfied, and that quote is also more cost-effective. Consensus was to allow Jessica to choose MML.

10. Coolidge evacuation site discussion: Ferndale Schools Superintendant Prewitt wishes for the library to be an evacuation site for Coolidge Intermediate School. The board determined that they should request and review the school's full evacuation plan before accepting, as there were concerns about safety and monitoring in the event school officials need to access the library during unstaffed hours.

11. Board member recognition discussion: Discussion of how to honor former board members occurred. No consensus was reached and the discussion was tabled for next month.

12. January organizational meeting: Since several members were absent, the entire schedule for 2016 was not determined.

Motion: Set next month's meeting for January 21, 2016 at 6:30 pm. (Herzig/second Hanlin); passed unanimously.

13. Millage campaign updates: The library will have a joint campaign with the school board and will aim for the millage to be on the August 2016 ballot. The board will make a decision about the number of mills to ask for after the January budget meeting. A new law passed recently prohibits distributing information about the millage 60 days prior to the election, which will affect the campaign.

14. Committee reports:

A. Art & Exhibitions: No formal report. Carl Wilson, one of the most recent artists to showcase his work, offered to donate one of his pieces to the library. The committee will choose one at their next meeting.

B. Building & Finance: There was slight paint damage to the wall in the community room due to the installation of an art piece that will require a small touch-up. There will be no January 6 B&F meeting as the budget workshop will take place January 5 instead.

C. Communications: No report. Adam made a nice presentation at the last city council meeting.

D. Friends of the FPL: Cup koozies are back by popular demand. Friends are working on a miniature golf fundraiser that is planned for this spring. They are seeking sponsorships for golf holes. They are also looking to improve their presence on social media. In addition, they will have a membership drive in April and then begin a yearly renewal where all members are renewed at the same time.

E. Fundraising and Development: No report.

F. Personnel: Adrienne sent out the survey for Jessica's annual performance review. Jessica already completed her self-evaluation. The board will analyze that before submitting their own evaluation.

15. Review action items:

A. Jessica will contact MML about the Workman's Compensation proposal.

B. Jessica will contact the Ferndale Schools Superintendant about their evacuation plan.

C. Jessica will invite Pat to the library's holiday party.

D. The A&E committee will discuss and choose their donation from Carl Wilson.

16. Announcements/comments from board members:

A. Kevin congratulated Jeff Milo for Ultimate Warrior, and is looking forward to the holiday party. Nice work from Gabridge & Co and nice presentation by Joe. Also looks forward to the millage campaign. Congratulated Jessica on her collaboration with the auditors, and welcomed Amanda to the board.

B. Monique seconded Kevin's statements relating to the audit and Joe's presentation.

C. Jessica wished Monique a happy birthday, but sadly reported that Oliver, the therapy dog for the library's monthly Paws and Tales program, passed away earlier this week.

D. Judeen welcomed Amanda and mirrored the sentiments already stated.

E. Amanda thanked everyone for being so welcoming.

18. Adjourn:

Motion: Adjourn the meeting at 8:48 pm. (Herzig/second Hanlin); passed unanimously.