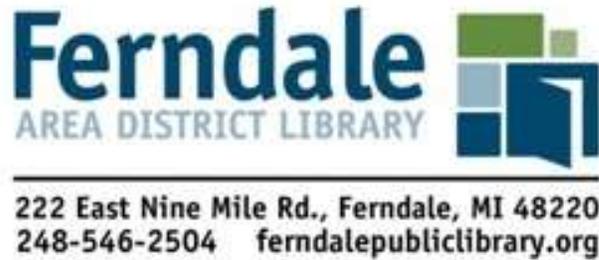


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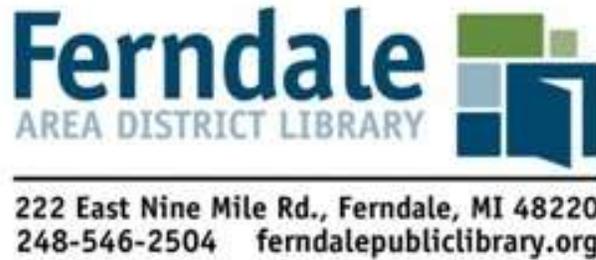
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MINUTES OF BOARD MEETING

JUNE 18, 2015

1. Call to order: Meeting called to order by Judeen Bartos at 7:03 pm.
2. Roll call: Judeen Bartos, Frank Castronova, Patrick Dengate, Adrienne Gilmore, Monique Herzig, Adam Steinman, and Kevin Yezbick. Director Jessica Keyser and Recording Secretary Kerrie Patterson also present.
3. Approval of agenda: Added items A-C under item 8.
Motion: Approve the agenda as revised. (Yezbick/second Castronova); passed unanimously.
4. Minutes: Approve May 21, 2015 regular meeting proposed minutes:
Motion: Approve May 21, 2015 regular meeting proposed minutes. (Steinman/second Herzig); passed unanimously.
5. Public comments: Juanita Ademodi, secretary of the Royal Oak Township Public Library board, spoke about hoping to learn from this board. Grant School, where the library is currently located, will soon cease to be a school, and will then be only the library and an administrative building. She's hoping to raise awareness of the existence of that library, especially since there will no longer be students.
6. Director's report: (See att). Jessica hopes the board can attend the summer reading kick-off party June 20th, at 2-4 p.m. in Garbutt Park. There was discussion of Jessica's checklist regarding the transition to a district library and what needs to be done before July 1, 2015 and what can be deferred to August 1, 2015. The City of Ferndale will continue to do the library's payroll free of charge until October 1, 2015.
7. FOIA policy discussion: Pat's edits to Kalamazoo's FOIA (Freedom of Information Act) policy, most of which were changes in language or redactions so that the policy was relevant to FADL, were discussed. There is another document from the Library of Michigan which will be reviewed. Vote tabled until the special meeting.
8. Financial Account/Account Signatories resolution:
 - A. Appoint Treasurer:

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Motion: Appoint Kevin Yezbick to fulfill the duties of the Office of the Treasurer as described in the Bylaws of the Ferndale Area District Library Board until the next election of the officers of the board. (Herzig/second Gilmore). Roll call vote: Bartos - yes, Castronova - yes, Dengate -yes, Gilmore - yes, Herzig - yes, Steinman - yes, Yezbick - yes.

B. Approve Account: Discussion of why Comerica Bank was chosen, and it was noted that the library can move funds at any time.

Motion: Whereas, the members of the Ferndale Area District Library Board have determined it to be in the best interest of the Library to establish a banking resolution with Comerica Bank. Resolved that Kevin Yezbick, Ferndale Area District Library Board Treasurer, and Jessica Keyser, Director of the Ferndale Area District Library, have been duly authorized to establish accounts and to deposit the funds of the Library therein. They shall have the authority to endorse and sign checks, withdraw funds, and otherwise operate the account on behalf of the Library. (Herzig/second Gilmore); passed unanimously.

C. Adopt Bylaws: The director will no longer be handling duties of the treasurer as previously delegated. Thus, the bylaws need to be updated in accordance with district library laws. A treasurer is needed to co-sign all checks with the director. The bylaws will be reviewed before the special meeting.

9. Financial Policies and Procedures:

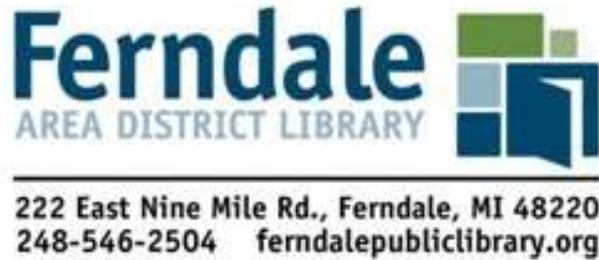
A. Investment Policy: Covers what will happen if the library has a surplus of funds that need to be invested. Discussed, and tabled until special meeting. This can be revisited at any time.

B. Capital Asset Policy: Values of capital assets won't be known until after the audit. Dollar amounts need to be filled in before it can be voted on. The Building & Finance committee will look into it.

C. Fraud Risk Management Policy: Parts of this overlap with code of ethics, and some items need revision. The Building & Finance committee will look into this; vote tabled.

D. Fund Balance Policy: The Building & Finance committee have already done a lot of work on this but will make some edits. Vote tabled.

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E. Whistleblower Policy: Pat and the Building & Finance committee will make more changes. It can be cross-referenced with Policy 13: Grievances Against Director. Vote tabled.

10. Committee reports

A. Art & Exhibitions: The next exhibition, for artist Boisali Biswas, will be on public display beginning June 29, 2015. The reception will be on the July 9th, 6-8 pm.

B. Building & Finance: On June 28, 2015, most of the board will make small improvements to the library between 9 a.m. and 12 p.m. The art will also be installed on this day.

C. Communications: Monique visits other institutions to spread the word about the library and what the board does for the community. The formal reports to City Council are on hold until the library's financial policies have been reviewed and voted on.

D. Friends of the FPL: The Trunk and Treasure Sale raised just over \$300. Librarian Ed Burns has been authorized to spend those funds on instructional DVDs. Adam is helping the Friends move the website to a new host.

E. Fundraising and Development: Discussion of fundraising progress occurred and ideas have been passed around. The board needs to be more strategic about fundraising.

F. Personnel: Nothing to report. Jessica will contact Adrienne about potential security monitors.

11. Special Meeting: Scheduled for June 29, 2015 at 7 p.m. The Building & Finance committee meeting will reschedule, instead of occurring two days later.

12. Review action items:

A. Pat and Jessica will review the FOIA policies before the special meeting.

B. Judeen will look over the Investment Policy.

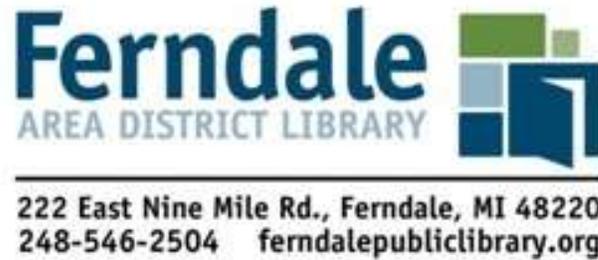
C. Pat will make the suggested changes to the bylaws and the Whistleblower Policy before the special meeting.

D. Jessica will check with Abraham and Gaffney about Capital Investment Policy numbers.

E. The Building & Finance committee will review the Fraud Risk Management, Capital Asset, Investment, and Whistleblower policies.

13. Announcements/comments from board members:

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A. Adrienne: The library received some good book and puzzle donations from the library's wishlist, due to wanting items purchased for the library as her daughter's birthday gifts.

B. Frank: The Board of the Book Club of Detroit was pleased with working with the library recently, and will be sponsoring a program on August 29, 2015. The owner of Wunderground Magic Shop in Clawson will be bringing his collection of magic books and a magician.

C. Judeen thanked everyone for working on the policies and the upcoming building clean-up.

D. Adam apologized that he will be missing the special meeting and the clean-up due to schedule conflicts.

E. Pat enjoyed the Seacht concert and said that Kelly's Summer Concert Series was good for the library. The concert was well-attended.

F. Monique thanked Pat for his time looking over all the financial documents.

G. Kevin is looking forward to being treasurer. Offered to help Juanita with any questions she had regarding the Royal Oak Township library board.

14. Adjourn:

Motion: Adjourn the meeting at 8:40 pm. (Dengate/second Herzig); passed unanimously.