

DIRECTOR  
Jessica Keyser  
BOARD  
Judeen Bartos  
Frank Castronova  
Patrick Dengate  
Adrienne Gilmore  
Monique Herzig  
Kevin Yezbick



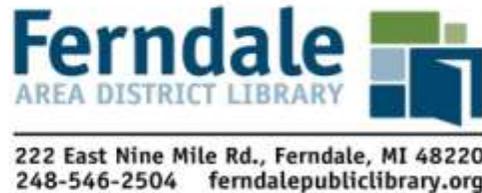
222 East Nine Mile Rd., Ferndale, MI 48220  
248-546-2504 ferndalepubliclibrary.org

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providing access to materials  
and services that inform, enrich,  
entertain and empower.*

## MINUTES OF BOARD MEETING May 21, 2015

1. Call to order: Meeting called to order by Judeen Bartos at 7:05 pm.
2. Roll call: Judeen Bartos, Frank Castronova, Patrick Dengate, Adrienne Gilmore, Monique Herzig (until 8:28 pm), Adam Steinman, Kevin Yezbick. Director Jessica Keyser and Recording Secretary Kerrie Patterson also present.
3. Approval of agenda: Item 8 corrected from "audit" to "fiscal agent."  
**Motion: Approve the agenda as amended.** (Herzig/second Dengate); passed unanimously.
4. Minutes: Approve April 16, 2015 regular meeting proposed minutes:  
**Motion: Approve April 16, 2015 regular meeting proposed minutes.** (Yezbick/second Herzig); passed unanimously.
5. Public comments: Head Youth Librarian Ashley Lehman gave an overview of this year's upcoming summer reading program. The kick-off is June 20th at Garbutt Park. Unlike years previous, there will also be activities and prizes for adults. Several local businesses have already begun donating prizes. The Friends will be sponsoring a finale party on August 8th.
6. Director's report: (See att.) Jessica verbally summarized the attached report. The courtyard now has plants to attract monarch butterflies and the Ferndale Monarch Project will install signs shortly. The MLA conference that staff hopes to attend as an in-service takes place from Oct 28th-30th.
7. Library security proposal: (See att.) Jessica presented a proposal for the hiring of building monitor personnel. The position is seen as needed to address a growing challenge with inappropriate behavior by some library patrons. Adrienne will help with the interview process.  
**Motion: Authorize the director to add a new position at the start of the new fiscal year in the interest of library security.** (Dengate/second Yezbick); passed unanimously.

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8. Fiscal Agent RFP review and discussion: (See att.) The building and finance committee presented their recommendation for the library's fiscal agent. The committee reviewed the received proposals and recommended Abraham and Gaffney, a firm that came highly recommended.

**Motion: Approve Abraham & Gaffney as the library's new fiscal agent beginning July 1st, 2015.** (Castronova/second Dengate); passed unanimously.

9. Committee reports:

A. Art & Exhibitions: (See att.)

**Motion: Appoint Eileen Toro to a position on the arts committee for a period ending December 31st, 2015.** (Dengate/second Herzig); passed unanimously.

B. Building & Finance: (See att.) Minor fixes to the interior are in progress. The new bookstore signage does not match existing signage and will need to be changed. The liability insurance rate is increasing, but the library will also receive a dividend, so it is budget neutral. Regarding millage tax collection, due to the Headlee amendment, property taxes are capped so the mils get rolled back slightly. Should see a slight increase in property tax collection next fiscal year.

**Motion: Approve the renewal contract for MML liability insurance for the library.** (Gilmore/second Herzig); passed unanimously.

**Motion: Approve the renewal contract for Blue Cross Blue Shield of MI Healthy Blue Achieve Plan for employees.** (Bartos/second Herzig); passed unanimously.

**Motion: Revise section 1.A of policy A (Meeting Rooms) as presented by the Building & Finance committee.** (Dengate/second Castronova); passed unanimously.

**Motion: Accept the new meeting room fee schedule as presented.** (Herzig/second Dengate); passed unanimously.

**Motion: Approve the 2015 tax rate request.** (Herzig/second Yezbick); passed unanimously.

C. Communications: Monique will be at the city council meeting next Tuesday. She's also sitting with Jessica on the Ferndale Small Business Collaborative. A State of the Library

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report no longer required as library is now its own taxing authority, however, a voluntary report is a good idea. Strategic planning is in the works.

**D. Friends of the FPL:** The Summer Reading Program and Trunk and Treasure Sale are fast approaching. The 5 year anniversary of the library's current building is also coming up, but the Friends hope to have this at another venue due to its proximity to other large and time-consuming programming. The Friends are also planning to use NationBuilder for organizational purposes and drumming up new members and support.

**E. Fundraising and Development:** Met last Saturday during Clean the Ferndale Up. The committee is revisiting its solicitation plan and shifting responsibilities among board members.

**F. Personnel:** The committee will aid Jessica with the hiring of newly-approved security personnel.

**10. Review action items:**

- A.** The board will work on the State of the Library report for city council.
- B.** Begin strategic planning.
- C.** Create and follow the check-list for interior building improvements.

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

**A.** Frank and Adam shared their experiences at the Friends of Michigan Libraries Trustee Alliance Workshop, which took place at the Rochester Hills Public Library. They gained a lot of knowledge of strategic planning and gathering community input for the direction of their library. Meeting room usage and usage of public displays was also a hot topic of discussion. There are 10 10-minute videos to help people get better at being a library board member. They sat with members of the Royal Oak Public Library board and the director of the St. Clair township library, both of which are interested in becoming district libraries.

**B. Adam:** Clean the Ferndale Up was fun and worthwhile.

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C. Kevin: Busy month for B&F. Also liked Clean the Ferndale Up. He's looking forward to summer reading being popular, and the monitors easing some of the staff's concerns and contributing to the welcoming environment of the library. The Ferndale Book Party at the Emory is moving to the third Wednesday of the month (still bi-monthly).

D. Adrienne: In lieu of gifts for her daughter's birthday, she is encouraging people to buy an item for the children's section from the library's wish list. She's hoping this idea will spread throughout the community, as kids can visit the library to use these items. Links to the wish list are on the library's website.

E. Frank: The Robert Sabuda program was heavily attended and successful. Ashley Lehman deserves most of the credit for putting it together.

F. Judeen thanked everyone for helping with Clean the Ferndale Up.

12. Adjourn:

**Motion: Adjourn the meeting at 8:49 pm.** (Yezbick/second Steinman); passed unanimously.