

# Ferndale

## AREA DISTRICT LIBRARY



### Ferndale Area District Library Board Meeting Minutes

February 18, 2016

1. Call to order: Meeting called to order by Judeen Bartos at 6:30 pm.
2. Roll call: Kelly Farrah, Monique Herzig, Judeen Bartos, Amanda Hanlin. Director Jessica Keyser and Recording Secretary Kerrie Patterson also present. Adrienne Gilmore and Kevin Yezbick absent with notice. Adam Steinman arrived at 6:32 pm.
3. Approval of agenda:  
**Motion: Approve the agenda as presented.** (Farrah/second Herzig); passed unanimously.
4. Minutes: Approve January 21, 2016 regular meeting proposed minutes:  
**Motion: Approve January 21, 2016 regular meeting proposed minutes.** (Hanlin/second Steinman); passed unanimously.
5. Minutes: Approve February 4, 2016 special meeting proposed minutes:  
**Motion: Approve February 4, 2016 special meeting proposed minutes.** (Herzig/second Steinman); passed unanimously.
6. Public comments: None.
7. Siemens Contract Renewal: (See att.) DeVon George from Siemens was present to answer questions about comprehensive coverage versus preventative maintenance contracts. He explained that that the library can opt-out of its Siemens contract at any time with 60-day written notice so long as this is hand-written into the existing contract and initialed by authorized Board/staff. In the current contract, opt out is allowed only during the 60 days before the annual term renewal. The Board approved a comprehensive coverage contract contingent upon adding the language that allows the Board to cancel the contract at any time with 60 days written notice. **Motion: Accept an amended Siemens agreement for comprehensive coverage for the mechanical and automation systems stating either party may terminate the contract with 60-day written notice.** (Steinman/second Hanlin); passed unanimously.

8. Director's report: (See att.) The library was re-classed a reimbursing employer, so it only pays into the unemployment system if someone files a claim. It was a contributing employer prior. Jessica pointed out that there was an article in the Oakland Press about the Caddy Stacks fundraiser. M1- Studios is doing a virtual tour of all city buildings (including the library) on 2/19/16. Ashley Lehman is curating a parent-teacher collection for the youth area.

9. Social Media Policy: (See att.) Discussed, but it was agreed upon that certain areas of the policy need more review. The vote is tabled to next month's meeting.

10. Employee Handbook Revisions – Leave of Absence: (See att.) Jessica reviewed edits made by the library's attorney pertaining to medical leave.

**Motion: Approve the changes to the employee handbook as presented.** (Herzig/second Steinman); passed unanimously.

11. Committee membership discussion and appointments: All committees need the support of additional community members. In addition, community members that are currently on committees must attend their next meetings to be re-appointed.

A. Judeen appointed Kelly to chair the Friends of the Ferndale Library committee. Amanda serve as alternate if Kelly is unable to attend Friends meetings.

B. Judeen appointed Kevin to chair the Arts and Exhibitions committee.

C. Judeen appointed Adam to chair the Communications committee.

D. Judeen appointed Monique to chair the Building and Finance committee. Amanda will continue to be on that committee as well.

E. Judeen appointed herself to chair the Fundraising and Development committee.

F. Judeen appointed Adrienne to chair the Personnel committee.

12. Millage Campaign: Jessica, Kelly, and Monique attended a millage workshop in Flint last week. The Flint Public Library recently passed a millage for 4 mils. PA 269 is currently being challenged. By law, a library's millage ask is at the end of the ballot, so the board is encouraged to tell the community to review the entire ballot.

A. Ballot Language: The board is comfortable with the language but is still unsure of the proposed millage amount. The Board discussed voting on final ballot language after the Community Spark meetings. Back-up ballot language should be available in advance for the November election if the measure fails in August.

B. Community Spark Meetings: Community Spark meetings are scheduled for February 27 and March 2. The purpose of the meetings is to gather the community's goals for the library and to

assess resources needed to implement. Board Members will share survey results as well as library success and challenges. Responses need to be ready for any tough questions patrons might ask, and the board should be prepared to answer any questions regarding the millage. The library is actually required to ask for a millage due to the district library transition, and that needs to be made clear. A pre-planning meeting will occur on Wednesday, February 24<sup>th</sup> at 11 am.

**14. Committee reports**

- A. Art & Exhibitions: (See att.)
- B. Building & Finance: No new numbers from city hall. Looking for more members; may split into separate committees soon.
- C. Communications: Adam is still attending city council meetings.
- D. Friends of the FPL: No report.
- E. Fundraising and Development: No report.
- F. Personnel: No report.

**15. Review action items:**

- A. Jessica will further review the social media policy.
- B. All chairs need to bring forth community member names to be re-appointed at their next meetings.
- C. Amanda will start a Google document for the board to share their ideas about the Community Spark meetings.
- D. Monique will reach out to more community members about the meetings.

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

- A. Monique feels good about what the board has been able to accomplish to help Eve during her leave, and wishes for the staff to get raises soon.
- B. Judeen has Eve's hospital address available for anyone who wishes to send a card. Judeen will have her own surgery on April 12<sup>th</sup>, and will not be attending the April board meeting.
- C. Adam spoke about his successes with robotics and encourages everyone to attend robotics competitions.
- D. Amanda thanked everyone for bearing with her while she was out of the country, and appreciates the level of information shared within the board, as she felt she didn't miss anything while on vacation.
- E. Jessica is excited about the upcoming Community meetings.

**17. Adjourn:**

Motion: Adjourn the meeting at 8:55 pm. (Herzig/second Farrah); passed unanimously.