

DIRECTOR  
Jenny Marr  
  
BOARD OF DIRECTORS  
Judeen Bartos  
Kelly Farrah  
Adrienne Fazzolara  
Amanda Hanlin  
Daniel Hooper  
Mary Riegler  
Kevin Yezbick



*Strengthening the community by  
providing access to materials  
and services that inform, enrich,  
entertain and empower.*

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

## Library Board Meeting Approved Minutes November 16, 2017 - 6:30 PM

1. Call to order: Meeting called to order by Judeen Bartos at 6:30 pm.
2. Roll call: Kevin Yezbick, Daniel Hooper, Amanda Hanlin, Judeen Bartos, Kelly Farrah. Director Jenny Marr and Recording Secretary Kerrie Patterson also present. Mary Riegler and Adrienne Fazzolara absent with notice. Jim O'Donnell joined as public at 6:40 pm.
3. Approval of agenda:  
**Motion: Approve the agenda as presented.** (Hanlin/second Yezbick); passed unanimously.
4. Minutes: Approve October 12, 2017 regular meeting proposed minutes:  
**Motion: Approve October 12, 2017 regular meeting proposed minutes.** (Yezbick/second Farrah); passed unanimously.
5. Public comments: Jim is happy that the schools and the library are working together so well. He will try to attend more meetings.
6. Director's report: (See att.) Discussion of written report.
7. 2018 Board meeting schedule: (See att.)  
**Motion: Approve the calendar as amended for the 2018 board meetings.** (Farrah/second Yezbick); passed unanimously.
8. MLibrary card policy:

Director Marr proposed a change to the MLibrary card policy on checkouts. Current policy limits differentiate between number of digital media and hardcopy materials checkout time. Proposal is to change policy to have number of items that may be checked out by MLibrary card users set to ten, regardless of type.

**Motion: Approve the changes to the current MLibrary card policy to make the policy state "10 items may be checked out."** (Yezbick/second Hooper); passed unanimously.

9. Holiday closures 2018 and additions to employee manual: (See att.)

Informational item, reviewing holiday closures for 2018. With library hours now on Sunday, Easter will be added to the list of closures. Sundays prior to Labor Day and Memorial Day will also be noted as closed. Current practice for Thanksgiving holiday will remain, and the library will be closed Thursday through Sunday. Dream Cruise Friday closure will be left to the Director's discretion and depend on parking lot closures in the immediate area of the library. Wording for noted closure of "New Year's Eve" will be clarified to read "New Year's Eve Day".

**10. Envisionware equipment purchases: (See att.)**

Director Marr reviewed proposed purchases of new equipment, including new security gates and related equipment. As equipment is near end of life, maintenance costs have increased, and replacement and upgrade are recommended. Discussion of new equipment costs versus continued maintenance on existing. Marr also presented proposal to the finance committee who recommended replacement to the full board.

**Motion: Approve the expenditure to Envisionware of \$37,649.63 for general library equipment.**

(Yezbick/second Farrah); passed unanimously.

**11. Patron computer replacements update: (See att.)**

Marr presented quote for replacement of current patron and select staff computers that are also end of life. Three staff computers will be replaced now. Approval of patron computers replacement tabled until the December meeting. Marr will have estimate of set-up costs from TLN by that time.

**12. Approval of expenditures and finance reports for the month of October.**

**Motion: Approve all expenditures and finance reports for the month of October.** (Hanlin/second Hooper); passed unanimously.

**13. Bond Counsel engagement letter: Year 10 for the library's building bond will be in 2018. The Board and Director wish to work with the city to refinance or assume the bond. May 1st is the call date for refinancing. Foster Swift presented a letter of engagement to the Board to act as bond counsel for the upcoming transaction. Motion: Approve the engagement letter for acting as our bond counsel with Foster Swift and authorize the president to sign.** (Yezbick/second Farrah); passed unanimously.

**14. Strategic planning schedule: Will start in January.**

**15. Committee reports:**

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

**B. Building: Marr has been working on interior and exterior lighting issues. Discussion about possible reconfiguration of teen area to increase number of study rooms. Also discussion about adjustments in the staff area to accommodate additional staff.**

**C. Communications: No report.**

**D. Friends of the FPL:** 83 active members currently. The Friends do their strategic plan in January normally, but may wait until the library is done with theirs this year. Reminder that the Friends are on Amazon Smile. Another Holiday Market event will be at the Loving Touch soon. Bookstore volunteer appreciation brunch will be in January. Friends requested information regarding their 'CaddyStacks' event that has in the past been held on Sunday. Friends may make their own Instagram soon, too.

**E. Finance:** (See att.) Covered above. DDA and Budget/Capital outlay tabled. Need audit results before moving forward, which should arrive in January 2018.

**F. Personnel:** No report.

**G. Schools:** Marr will attend the next school board meeting on Monday. Has attended recent PTA meetings.

**16. Appointment of committee members:** Not needed.

**17. Review action items:**

**A.** Marr will amend the board meeting schedule for 2018.

**B.** Marr will get quote from TLN regarding computer upgrade set-up costs.

**C.** Board members should think about offices and committee chairmanships for 2018.

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

**A.** Yezbick welcomed librarian Andrea Perez to the library's regular staff roster. Also told Marr to say "hi" to former director Jessica Keyser, who she will meet for the first time at a meeting on the 17<sup>th</sup>.

**B.** Farrah was disappointed that she missed the local author Josh Malerman's horror program, which was well-attended and liked. His book *Bird Box* is about to become a movie.

**C.** Bartos reminded everyone about the Fall Bake Sale that is on November 20<sup>th</sup>.

**19. Adjourn:**

**Motion: Adjourn the meeting at 7:59 pm.** (Farrah/second Hooper); passed unanimously.

Proposed minutes of this meeting will be available for public inspection at the Ferndale Public Library, located at 222 East Nine Mile Road, Ferndale, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267.)