

DIRECTOR
Jenny Marr
BOARD OF DIRECTORS
Judeen Bartos
Kelly Farrah
Adrienne Fazzolara
Amanda Hanlin
Daniel Hooper
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 19, 2020 - 6:30 PM

1. Call to order: Meeting called to order by Judeen Bartos at 6:30 pm.
2. Roll call: Judeen Bartos, Kelly Farrah, Adrienne Fazzolara, Daniel Hooper, Kevin Yezbick. Director Jenny Marr and Recording Secretary Kerrie Patterson also present. Amanda Hanlin absent with notice. Ian Rees, auditor from Gabridge & Co., present for agenda items 1-6. All attendees attended remotely via Zoom.
3. Approval of agenda: Approval of closed session minutes from October 15, 2020 will be added as 5A.
Motion: Approve the agenda as amended. (Farrah/second Fazzolara); Bartos-Yes, Farrah-Yes, Fazzolara-Yes, Hooper-Yes, Yezbick-Yes.
4. Public comment: None.
5. Minutes: Approve October 15, 2020 regular meeting proposed minutes:
Motion: Approve October 15, 2020 regular meeting proposed minutes. (Farrah/second Yezbick); Bartos-Yes, Farrah-Yes, Hooper-Yes, Fazzolara-Yes, Yezbick-Yes.
- 5A. **Motion: Approve October 15, 2020 closed session proposed minutes.** (Farrah/second Fazzolara). Bartos-Yes, Farrah-Yes, Fazzolara-Yes, Hooper-Yes, Yezbick-Yes.
6. FY 2020 Audit Presentation - Gabridge & Co: (See att.) Ian Rees from Gabridge & Co. presented the audit. It was a clean/unmodified opinion, which is the highest score an entity can get, and means the audit passes. Assets exceed liabilities. No expenditures in excess of what was budgeted. Rees advised investigating an investment control sweep account.
7. Director's report: (See att.) Per MDHHS orders, most libraries that have opened to the public previously have reverted back to curbside service. Since FADL never reopened, nothing changed this week. Starting next week, staff shifts will be cut back slightly to reduce the amount of people in the building at one time. Youth Services staff are improving and adapting their virtual programming, and focusing on allowing the attendees to interact with each other. Activity kits are going well; one more planned this year prior to the holidays in December. Curbside stats are still increasing each month. Digital stats are also increasing. New users are being added often, and a renewal email blast created an influx of renewals. Views of virtual programming which were not live are recorded in social media stats instead of programming stats.
8. Oakland County Interlocal Agreement for CARES Act Grant: (See att.) The library must enter into this agreement in order to apply for CARES Act Grants.
Motion: Approve the Interlocal Agreement with Oakland Country for the CARES Act Grant. (Hooper/second Farrah); Bartos-Yes, Hooper-Yes, Fazzolara-Yes, Yezbick-Yes, Farrah-Yes.
9. Proposal for Barriers around Service Desks: (See att.) Proposal is for a more permanent barrier solution for the circulation, youth and reference desks. Given the shape of the desks, a custom design for each one is necessary.

Motion: Approve barriers around the 3 services desks up to \$23,500 expenditure. (Yezbick/second Fazzolara). Bartos-Yes, Farrah-Yes, Fazzolara-Yes, Hooper-Yes, Yezbick-Yes.

10. Proposal for Shelving for Upper Storage Areas. (See att.) The shelving is meant to last a lifetime, and will include a locked cabinet for confidential records, in addition to storage for records that must be kept for a certain number of years, labeled with the date they can be destroyed. Also includes additional shelving for larger storage containers and carpet squares. Deal through MIDeal.

Motion: Approve the purchase of shelving for the upper storage area at \$11,694.73. (Fazzolara/second Farrah). Bartos-Yes, Farrah-Yes, Fazzolara-Yes, Hooper-Yes, Yezbick-Yes.

11. Acceptance of expenditures and finance reports for the month of October: State of Michigan will roll out a new uniform chart of accounts; the library may have to break down the "supplies" budget further, which will require new account codes and a budget amendment in the future.

Motion: Acceptance of expenditures and finance reports for the month of October. (Yezbick/second Hooper); Yezbick-Yes, Hooper-Yes, Fazzolara-Yes, Farrah-Yes, Bartos-Yes.

12. Board vacancy discussion: Marr and assistant director Darlene Hellenberg have the application form ready. Board consensus to put out the press release and application form to the public on Saturday, November 21st. There will also be a social media post and press scheduled for Saturday. Farrah is charged with receiving applications as they come and notifying the rest of the board. She will also notify the Friends of the Ferndale library president. Also, the 4 board members than won re-election need to take an oath of office prior to January's meeting. Marr will check with city clerk as to how the oaths are being administered during the pandemic.

13. Committee reports:

A. Art & Exhibitions: No report.

B. Friends of the FPL: The Friends fixed the glitch that was on the website, regarding the recurring fee instead of a one-time donation. News will be on Facebook soon regarding the Couch to 5K event, and the December book club. Public-wide submissions to the cookbook will be solicited soon. December 14th is the annual meeting for all members, which will be virtual this year.

C. Equity, Diversity and Inclusion: Marr and Bartos met to discuss the framework of the committee. ALA/MLA/PLA initiatives come out monthly so there's always something new to review. Bartos wants to focus committee activities on three general areas - internal (within the library), external (customers and the public), and interaction with the broader community.

D. Finance: (See att.) Met last Monday. Motions above reflect the discussion. The decision regarding the copiers was made and said copiers were installed this morning. HP Printers on backorder. New copiers are better/faster than the old ones and half the cost.

E. Personnel: Finished Marr's review; signed.

F. Schools: No report. Youth Services staff are allowing the schools to steer things right now.

14. Review action items:

A. Marr will follow up with the accountant in regards to insuring the cash in the bank account.

B. The board will sign the interlocal agreement with Oakland County, and show them these minutes to prove the agreement was accepted by the board.

C. Farrah will notify the FFL about the board vacancy.

D. Marr will speak to the city clerk regarding the oath of office and if it can be done virtually.

15. Announcements/comments from board members:

A. Yezbick received the email from Friends regarding the fix of the glitch and renewed his Friends membership. Appreciated the transparent communication about the error.

B. Bartos wished everyone a safe Thanksgiving. Is thankful for everyone here in attendance.

16. Adjourn:

Motion: Adjourn the meeting at 7:29 pm. (Farrah/secondYezbick); Yezbick-Yes, Hooper-Yes, Fazzolara-Yes, Bartos-Yes, Farrah-Yes.

Proposed minutes of this meeting will be available for public inspection at the Ferndale Area District 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.)