

Fraser Public Library Board Meeting Minutes
January 8th, 2018
16330 E. 14 Mile Rd. Fraser, MI 48026

Present: Lorena McDowell-Director, Dana Usndek, Michael Wettstein, Tina Bullis, Kathryn Parrott, Marlene Hoeft, Karen Arendall- FoFPL, Anne Seurnyck- Library Attorney

Absent: None

Quorum present: Yes

1. Call to Order: 4:03 p.m. Motion by member Bullis, seconded by member Wettstein
2. Approval of Minutes: Last board meeting minutes reviewed with corrections noted. Member Bullis motioned to approve, seconded by Wettstein.
3. Secretary's Report: Member Parrott distributed handouts from the SLC breakfast held on 12/04, along with a summary of the presentation given by SEMCOG, with a suggestion to obtain resources from their Walk, Bike, Drive Safe education program. Director McDowell agreed it would be good material to add to the resource table.
4. Treasurer's Report: None
5. Chair Report: N/A
6. Director's Report: Director McDowell distributed Statistics Report for Nov. and Dec. 2017. A concern was noted about reporting being done via absences/substitutes in staff as possible cause for decrease in door count. Director McDowell distributed Fund Reports for Nov. and Dec. noting that only 45.14% of budget has been used for the fiscal year and that we are on target for half way through the year. McDowell noted there will need to be an amendment made to the budget report to account for expenses previously covered by the city in the "Other Miscellaneous Communication (Internet)" line item.
Empty Board Member Position- Director McDowell spoke with Library attorney Anne Seurnyck about any procedures the board needs to follow to fill the 6th seat on the board, noting that attorney advised all discussions must happen at an Open Meeting. Next steps: Board members to look for interested candidate(s) and present them at the March board meeting.
Union Contract- Discussions continued with regard to union employees of the library. A Letter of Understanding will be drawn up and feedback will be obtained from the lawyer on what the library should do after current contract expires on June, 2019.

Issues to discuss: Does the FPL stay with the city's union, or have the library obtain own employees?

Phone system- Currently the library has a phone system with the ~~SLC~~ City. The City of Fraser installed a fiber optics system, which the library will not need. Currently, the city charges \$406.36/month. Director McDowell gathered quotes from various companies to obtain a new supplier for phone system. Details were discussed with the recommendation that the library go with BCS/NEC. Member Usndek made a motion to go into a 5-year contract with BCS/NEC to establish a lease agreement with a new supplier for phone and fax system. Wettstein seconded. All in favor. Motion carried.

Library shelving- Director McDowell reported the library WILL be getting new shelving acquired from Barnes & Noble Grosse Pointe store to replace many of the shelves in the Children's section. DPW will remove shelves from store week of Jan. 12-17. 3D Printer will be set up soon. Looking at how much to charge.

Public Copier- Director McDowell obtained quotes for new B&W/Color copier. Details were discussed. McDowell made recommendation of source to obtain leased printer. Currently our budget allows for \$1200/year. With the additional revenue generated for color copies, the recommended source to use at \$142.25/month for 63 months will offset the additional expense. Member Bullis made a motion to obtain a lease from the recommended supplier for the use of a new public copier. Member Usndek seconded. All in favor. Motion carried. Next, discuss how much to charge for color copies.

Coffee/Beverages- Discussion continued regarding the use of allowing patrons access to coffee/tea/ and other beverages in the library. McDowell requested info from member Parrott from her research of other libraries' policies and procedures regarding said issue. Discussion to continue next meeting. In the meantime, director McDowell is willing to loan her personal hot water dispenser with the understanding that she may need it back from time to time for personal use. Discussion about money source for replacement supplies (i.e, cups, lids, etc) was brought up by member Bullis. Member Parrott made a motion that all monies needed for supplies to coffee/tea machine be taken out of the Programming budget. Wettstein seconded. All in favor. Motion carried.

7. New Business: Library Attorney, Anne Seuryneck, made a very informative presentation to the board via Skype regarding the Top Ten Issues Every Library Trustee Should Know with the mention of a possible webinar she may make available in the future that will go into more detail.

Several issues were brought up that the board agreed will need to be discussed at future meetings. One issue is about how to handle the media when issues arise. One point of contact that represents the library? Possible representative?

Director McDowell will look into Media policies.

Member Parrott brought up the issue of the board drafting Public Comment rules into the By-Laws. Discussion for next meeting.

Friends of the Library- Attorney recommended that the library draw up an agreement or Letter of Understanding between the library board and the Friends of the FPL regarding how and/or what percentage of the monies are to be given back to the library. FoFPL to draw up letter and present to board for review.

8. Public Commentary: N/A

9. Adjournment: Member Usndek made a motion to adjourn the meeting at 6:45pm. Member Hoeft seconded.

Next meeting scheduled for March 12, 2018 at 4:00p.m. at the library.

Respectfully submitted,

Kathryn Parrott
Secretary