

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
August 10, 2015**

The special meeting of the Redford Township District Library Board of Trustees was held on Monday, August 10, 2015 in the library.

The meeting was called to order by Presiding Officer Fred Inman at 4:31 p.m.

Members present:      Jan Dagg    Lonita Love (arr: 4:38)  
                                 Fred Inman    Reva Wujcik  
                                 Betsy Lepak

Members absent:        Michelle Baker  
                                 David Wirth

Also present:            Lisa Hoenig, Library Director  
                                 Elaine Sutter, Recording Secretary

**MOTION**

A motion was made by Wujcik to approve the agenda, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, and Wujcik

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the meeting of June 15, 2015, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, and Wujcik

Nays: None

**CITIZEN'S COMMENTS**

No citizens made comments.

**OLD BUSINESS**

No old business was transacted.

**NEW BUSINESS**

An interim plan was discussed.

**MOTION**

A motion was made by Wujcik to name Carol Deckert and Patricia Slater Co-Interim Directors with Michael Gazzarari as support for financial affairs until such time that a new Director is appointed, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Love and Wujcik

Nays: None

**Motion**

A motion was made by Lepak to increase the salaries 20% for Carol Deckert, Patricia Slater and Michael Gazzarari until such time that a new Director is appointed, seconded by Wujcik. The motion passed.

Ayes: Dagg, Inman and Lepak

Nays: Love, Wujcik

Pending projects were discussed.

**Motion**

A motion was made by Wucik to accept with regrets, the resignation of Director Lisa Hoenig seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Love and Wujcik

Presiding officer Fred Inman appointed Jan Dagg, Reva Wujcik and himself as the Director Search Committee.

Director search firms will be considered by the committee.

The meeting was adjourned at 5:47 p.m.

Respectfully submitted,



Michelle Baker  
Secretary

Recorded by Elaine Sutter

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
September 21, 2015**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, September 21, 2015 in the library.

The meeting was called to order by Presiding Officer Fred Inman at 4:00 p.m.

|                         |                |                         |
|-------------------------|----------------|-------------------------|
| <b>Members present:</b> | Michelle Baker | Lonita Love (arr: 4:09) |
|                         | Jann Dagg      | David Wirth             |
|                         | Fred Inman     | Reva Wujcik             |
|                         | Betsy Lepak    |                         |

**Members absent:** None

**Also present:** Carol Deckert, Co-Interim Director  
Patricia Slater, Co-Interim Director  
Justin Kolbow of Plante and Moran  
Harvey DeWitt Building Supervisor  
Elaine Sutter, Recording Secretary

**MOTION**

A motion was made by Dagg to approve the agenda, seconded by Wujcik. The motion passed.

**Ayes:** Baker, Dagg, Inman, Lepak, Wirth and Wujcik

**Nays:** None

**Motion**

A motion was made by Wujcik to approve the warrant requests of June 18, 2015, July 1, 9, 17, 24, 2015, August 6, 26, 2015 and September 11, 18, 2015, seconded by Wirth. The motion passed.

**Ayes:** Baker, Dagg, Inman, Lepak, Wirth and Wujcik

**Nays:** None

**MOTION**

A motion was made by Lepak to approve the Minutes of the meeting of August 10, 2015, seconded by Dagg. The motion passed.

**Ayes:** Baker, Dagg, Inman, Lepak, Wirth and Wujcik

**Nays:** None

**CITIZEN'S COMMENTS**

Justin Kolbow of Plante and Moran, presented the Fy 2015 Audit Report.

**Financial Report**

David Wirth presented the Financial Report to the Board.

A motion was made by Wirth to accept the Financial Report, seconded by Love. The motion passed.

**Ayes:** Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

**Budget to Actual Report**

The Budget to Actual Report was presented.

**Library Report**

Co-Directors Carol Deckert and Patricia Slater presented their report.

**Committee Reports**

Drive-up Materials Committee met August 14, 2015, nothing was resolved, further study is needed.

Director Search Committee met August 19 and Aug 25, 2015. The director search is ongoing.

**OLD BUSINESS**

No old business was transacted.

**NEW BUSINESS**

Chairperson Inman announced the following committee assignments:

Personnel Committee: Lonita Love, Michelle Baker and Betsy Lepak

Budget Committee: David Wirth (Chair), Lonita Love and Jann Dagg

Policy Committee: David Wirth Jann Dagg and Michelle Baker

Book Return Committee: Fred Inman, Reva Wujcik and Betsy Lepak

Director Search Committee: Fred Inman, Reva Wujcik and Jann Dagg

**MOTION**

A motion was made by Dagg to approve the Board Meeting schedule for 2016, seconded by Baker. The motion passed.

Ayes: Baker Dagg, Inman, Lepak, Love Wirth and Wujcik

Nays: None

**Motion**

A motion was made by Wujcik to accept, contingent upon investigation of the quality of work by Harvey DeWitt, Building Supervisor, the proposal from ESKO Roofing & Sheet Metal Inc .for \$5,795 for gutter work and \$2,800 for Roof work for a total of \$8,595, seconded by Baker. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak Love, Wirth and Wujcik

Nays: None

**Motion**


A motion was made by Wirth to adjourn the meeting seconded by Baker . The motion passed.

Ayes: Baker, Dagg, Inman, lepak, Love, Wirth and Wujcik

Nays: None

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

  
Michelle Baker  
Secretary

Recorded by Elaine Sutter

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
October 19, 2015**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, October 19, 2015 in the library.

The meeting was called to order by Presiding Officer Fred Inman at 4:00 p.m.

Members present:     Michelle Baker                     Betsy Lepak  
                              Jann Dagg                             David Wirth  
                              Fred Inman                            Reva Wujcik

Members absent:     Lonita Love (excused)

Also present:         Carol Deckert, Co-Interim Director  
                              Patricia Slater, Co-Interim Director  
                              Roger Myers, PVM Condo Association  
                              Elaine Sutter, Recording Secretary

**MOTION**

A motion was made by Wirth to approve the agenda, seconded by Dagg, The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wujcik to approve the warrant requests of October 2, and October 16, 2015, seconded by Wirth. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wujcik to approve the Minutes of the meeting of September 21, 2015, seconded by Lepak. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

**CITIZEN'S COMMENTS**

Roger Myers of Presbyterian Villages of Michigan explained the Redford Presbyterian Village Condo Association property dues.

**FINANCIAL REPORT**

David Wirth presented the Financial Report to the Board.

**MOTION**

A motion was made by Wirth to accept the Financial Report, seconded by Wujcik. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented.

**LIBRARY REPORT**

Co-Directors Carol Deckert and Patricia Slater presented their report.

**COMMITTEE REPORTS**

The Director Search Committee met on October 7 and October 16, 2015. The Committee interviewed three of the applicants then recommended two for further interviews.

**OLD BUSINESS**

No old business was transacted.

**NEW BUSINESS**

**MOTION**

A motion was made by Lepak to approve addition of more Staff jeans days. Added days are Fridays, Saturdays and Sundays, effective Friday October 23, 2015. There is a \$1.00 charge to participate with the money going into the Sunshine Fund, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

The meeting was adjourned at 5:51 p.m.

Respectfully submitted,



Michelle Baker  
Secretary

Recorded by Elaine Sutter

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
November 2, 2015**

A special meeting of the Redford Township District Library Board of Trustees was held on Monday, November 2, 2015 in the library.

The meeting was called to order by Presiding Officer Fred Inman at 4:00 p.m.

|                         |                                   |                                |
|-------------------------|-----------------------------------|--------------------------------|
| <b>Members present:</b> | <b>Michelle Baker (arr. 4:03)</b> | <b>Lonita Love (arr.:4:05)</b> |
|                         | <b>Jann Dagg</b>                  | <b>David Wirth</b>             |
|                         | <b>Fred Inman</b>                 | <b>Reva Wujcik</b>             |
|                         | <b>Betsy Lepak</b>                |                                |

**Members absent:** None

**Also present:** Carol Deckert, Co-interim Director  
Patricia Slater, Co- Interim Director  
Linda Pride, Staff Librarian  
Brooke Somerville, Staff Librarian  
Becky Vrtis, Staff Library Aide  
Steve Baker, Husband of Board Member Michelle Baker  
Elaine Sutter, Recording Secretary

**MOTION**

A motion was made by Wirth to approve the agenda, seconded by Wujcik. The motion passed.

**Ayes:** Dagg, Inman, Lepak, Wirth and Wujcik

**Nays:** None

**MOTION**

A motion was made by Dagg to approve the Minutes of the meeting of October 19, 2015, seconded by Wirth. The motion passed.

**Ayes:** Dagg, Inman, Lepak, Wirth and Wujcik

**Nays:** None

**CITIZEN'S COMMENTS**

None

**OLD BUSINESS**

No old business was transacted.

**NEW BUSINESS**

An interview was conducted at 4:00 p.m. with Patty Braden for the position of library director.

An interview was conducted at 5:25 p.m. with Garrett Hungerford for the position of library director.

President Inman added, by Executive Order, item C to New Business: Decide on a new Director.



**MOTION**

A motion was made by Dagg to offer Garrett Hungerford the position of Library Director, pending his acceptance and the outcome of a background check, seconded by Wirth. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wujcik to continue the increased pay rate for Carol Deckert, Patricia Slater and Mike Gazzarari to assist the new Director for two weeks, seconded by Lepak. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik.

**MOTION**

A motion was made by Wirth to adjourn, seconded by Lepak. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik.

Nays: None

The meeting was adjourned at 6:57 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michelle Baker". The signature is written in a cursive, flowing style.

Michelle Baker  
Secretary

Recorded by Elaine Sutter

REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
December 21, 2015

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, December 21, 2015 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:00 p.m.

Members present:      Jann Dagg                                  David Wirth  
                                 Fred Inman                                  Reva Wujcik  
                                 Betsy Lepak

Members absent:      Michelle Baker  
                                 Lonita Love

Also present:           Elaine Sutter, Recording Secretary

**MOTION**

A motion was made by Wirth to approve the Agenda with the addition of items "D" and "E" to New Business, seconded by Wujcik. The motion passed.

Ayes: Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wirth to approve the Warrant Requests of November 25, 2015, December 11, 2015, and December 18, 2015 seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wujcik to approve the Minutes of the meeting on November 16, 2015, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

David Wirth presented the Financial Report to the Board.

**MOTION**

A motion was made by Lepak to accept the Financial Report, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented.

**LIBRARY REPORT**

Director Garrett Hungerford presented his report.

**COMMITTEE REPORTS**

None

**OLD BUSINESS**

Exterior Library Building Sign: still waiting for more bids

The Redford Condo Association was discussed but no action was taken.

**NEW BUSINESS**

State of Michigan Public Act 152 of 2011

**MOTION**

A motion was made by Lepak to opt out of the Michigan Public Act 152 of 2011, seconded by Wujcik. The motion passed.

Ayes: Dagg, Inman, Lepak, Wirth and Wujcik

Board packet was discussed, no action was taken

Library personnel

**MOTION**

A motion was made by Lepak to increase Circulation Supervisor Mike Gazzarari's salary by more than was proposed by Director Hungerford, seconded by Wirth for discussion.

**MOTION**

A motion was made by Wirth to table Lepaks' motion.

**MOTION**

A motion was made by Lepak to have Michael Gazzarari retain the Circulation Supervisor title but with the additional duties of Payroll, Statistics and Financial with a salary increase.

Ayes: Dagg, Inman, Lepak, Wirth

Nays: Wujcik

Director Authorization

**MOTION**

A motion was made by Dagg to appoint Garrett Hungerford as Director of the Redford Township District Library, seconded by Wirth.

Ayes: Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

The building at 252 Six Mile road was discussed but no action was taken

**MOTION**

A motion was made by Dagg to adjourn, seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Michelle Baker".

Michelle Baker  
Secretary

Recorded by Elaine Sutter

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
January 25, 2016**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, January 25, 2016 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:02 p.m.

|                         |                |             |
|-------------------------|----------------|-------------|
| <b>Members present:</b> | Michelle Baker | Lonita Love |
|                         | Jann Dagg      | David Wirth |
|                         | Fred Inman     | Reva Wujcik |
|                         | Betsy Lepak    |             |

**Members absent:** None

**Also present:** Elaine Sutter, Recording Secretary

**MOTION**

A motion was made by Wujcik to approve the Agenda, seconded by Wirth. The motion passed.

**Ayes:** Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

**Nays:** None

**MOTION**

A motion was made by Wirth to approve the Warrant Requests of December 23, 2015, January 8, 2016 January 15, 2016 and January 22, 2016, seconded by Dagg. The motion passed.

**Ayes:** Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

**Nays:** None

**MOTION**

A motion was made by Wirth to approve the Minutes of the meeting on December 21, 2015, with changes made to motions numbered three and four in New Business. Motion number three should be withdrawn and motion number four should have the salary increase show as \$45,000, seconded by Lepak. The motion passed.

**Ayes:** Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

**Nays:** None

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

**LIBRARY REPORT**

Director Garrett Hungerford presented his report.

**COMMITTEE REPORTS**

None

**OLD BUSINESS**

Exterior Library Building Sign: check with Vital Signs as to size and color of letters before voting.

The Redford Condo Association was discussed but no action was taken.

**NEW BUSINESS**

**MOTION**

A motion was made by Wirth to adopt Security Benefit 457 Plan Resolution seconded by Lepak. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

**MOTION**

A motion was made by Lepak to approve the Holiday Closures for 2017. The motion passed

Ayes: Baker, Dagg, Inman Lepak, Love, Wirth and Wujcik

Nays: None

Health Care Broker was discussed but no action was taken.

**MOTION**

A motion was made by Wirth to adjourn, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

The meeting was adjourned at 5:21 p.m.

Respectfully submitted,



Michelle Baker

Secretary

Recorded by Elaine Sutter

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
February 22, 2016**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, February 22, 2016 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:00 p.m.

|                  |                |                         |
|------------------|----------------|-------------------------|
| Members present: | Michelle Baker | Lonita Love (arr: 4:08) |
|                  | Jann Dagg      | David Wirth             |
|                  | Fred Inman     | Reva Wujcik             |
|                  | Betsy Lepak    |                         |

Members absent: None

Also present: Garrett Hungerford, Director  
Stephen Baker, husband of Trustee Michelle Baker  
Elaine Sutter, Recording secretary

**MOTION**

A motion was made by Wujcik to approve the Agenda, seconded by Wirth. The motion passed.

**MOTION**

A motion was made by Wirth to approve the Warrant Requests of January 29, 2016 and February 12, 2016 seconded by Dagg . The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wirth to approve the Minutes, as amended, of the meeting on January 25, 2016 seconded by Wujcik. The motion passed.

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

**LIBRARY REPORT**

Director Garrett Hungerford presented his report to the Board.

**COMMITTEE REPORTS**

Personnel Committee met February 9, 2016

**MOTION**

A motion was made by Love to adopt a new pay range and increase all employee salaries that are currently below the new minimum threshold, effective April 1, 2016, seconded by Lepak. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

The Budget Committee met February 18, 2016 and presented the Budget recommendations for FY 2017 to the Board.

**OLD BUSINESS**

The Library obtained 3 quotes for an exterior library sign.

**MOTION**

A motion was made by Wirth to hire Vital Signs to install an exterior sign at a cost of \$12,487.75, with an additional \$1,400 for electricity and permits, seconded by Love. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Lovel, Wirth and Wujcik

Nays: None

The Process of Consent Agenda was discussed.

The Board decided to send a letter to the Chair of the Condo Association to see what the procedure is to opt out of the Association.

**NEW BUSINESS**

Director Garrett Hungerford presented the FY2017 draft budget and a public hearing regarding FY2017 was scheduled for Monday, March 21, 2016 at 4:00 p.m. and regular Board meeting immediately after.

**MOTION**

A motion was made by Wirth to adjourn, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,



Michelle Baker

Secretary

Recorded by Elaine Sutter



**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
March 21, 2016**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, March 21, 2016 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4: 03 p.m.

|                  |                |             |
|------------------|----------------|-------------|
| Members present: | Michelle Baker | Lonita Love |
|                  | Fred Inman     | David Wirth |
|                  | Betsy Lepak    | Reva Wujcik |

Members absent: Jann Dagg

Also present: Garrett Hungerford, Director  
Elaine Sutter, Recording secretary

**MOTION**

A motion was made by Wujcik to approve the Agenda, seconded by Wirth. The motion passed.

**MOTION**

A motion was made by Wirth to approve the Warrant Requests of February 26, 2016 and March 11, 2016, seconded by Lepak. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Love to approve as amended the Minutes of the meeting on February 22, 2016, seconded by Wirth. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board and it was accepted.

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

**LIBRARY REPORT**

Director Garrett Hungerford presented his report to the Board.

**COMMITTEE REPORTS**

None

## **OLD BUSINESS**

### **Redford Condo Association**

#### **MOTION**

A motion was made by Lepak to pay Condo Dues for 2016 year and reevaluate next year, seconded by Wirth. The motion passed.

Ayes: Baker, Inman, Lepak, Love and Wirth

Nays: Wujcik recused herself.

## **NEW BUSINESS**

#### **MOTION**

A motion was made by Lepak to approve changes to Paid Time Off in the Employee Handbook on page one only, seconded by Love. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

#### **MOTION**

A motion was made by Wirth to approve changes to full time employee benefits, seconded by Wujcik. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

#### **MOTION**

A motion was made by Lepak to accept the bid from Premier Property Service for lawn service, seconded by Love. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

#### **MOTION**

A motion was made by Love to waive the New DVD rental fee for the Month of August 2016 seconded by Wirth. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

#### **MOTION**

A motion was made by Wirth to approve amended 2017 annual budget, seconded by Wujcik. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

#### **MOTION**

A motion was made by Lepak to approve the amended 2016 budget amendments seconded by Wirth. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wirth to approve the update of the Organizational Chart, seconded by Lepak. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Love to adjourn, seconded by Lepak. The motion passed.

The meeting was adjourned at 6:02 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michelle Baker". The signature is written in a cursive style with a large, looping flourish at the end.

Michelle Baker

Secretary

Recorded by Elaine Sutter

REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES PUBLIC HEARING  
March 21, 2016  
Amended

A Public Hearing for the purpose of discussing the property tax millage rate proposed to be levied, to support the proposed budget, was held on Monday March 21, 2016. in the Library.

The meeting was called to order by Presiding Officer Fred Inman at 4:00 p.m.

Members present: Michelle Baker                      Lonita Love  
Fred Inman    David Wirth  
Betsy Lepak     Reva Wujcik

Members Absent: Jann Dagg

Also present: Garrett Hungerford, Director  
Elaine Sutter, Recording Clerk

**MOTION**

A motion was made by Wirth to approve the agenda, seconded by Baker. The motion passed

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik.

Nays: None.

The proposed property tax millage rate was introduced by Director Garrett Hungerford.

Citizen's comments: None

**MOTION**

A motion was made by Wirth, to adjourn the Public Hearing, seconded by Lepak. The motion passed.

Ayes: Baker, Inman, Lepak, Love, Wirth and Wujcik.

Nays: None.

The Public Hearing was adjourned at 4:02 p.m.

Respectfully submitted,



Michelle Baker  
Secretary

Recorded by Elaine Sutter

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
April 18, 2016**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, April 18, 2016 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:00 p.m.

Members present:       Michelle Baker                       Lonita Love  
                              Jann Dagg                               David Wirth  
                              Fred Inman                              Reva Wujcik

Members absent:   Betsy Lepak

Also present:   Garrett Hungerford, Director  
                      Elaine Sutter, Recording secretary

**MOTION**

A motion was made by Wirth to approve the Agenda, seconded by Love. The motion passed.

**MOTION**

A motion was made by Wirth to approve the Warrant Requests of March 24, 2016 and April 8, 2016, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Inman, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wirth to approve the Minutes of the Public Hearing on March 21, 2016 seconded by Baker. The motion passed.

Ayes: Baker, Dagg, Inman, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Love to approve the Minutes of the regular Board of Trustees meeting on March 21, 2016, seconded by Wirth. The motion passed.

Ayes: Baker, Dagg, Inman, Love, Wirth and Wujcik

Nays: None

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board and It was accepted.

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

**LIBRARY REPORT**

Director Garrett Hungerford presented his report to the Board.

**COMMITTEE REPORTS**

None

**OLD BUSINESS**

Policy / Employee Handbook updates

**MOTION**

A motion was made by Wirth to amend current Personnel and PTO Policy to reflect the schedule presented for maximum PTO hours, to start in fiscal year 2017, seconded by Love. The motion passed.

Ayes: Baker, Dagg, Inman, Love, Wirth and Wujcik

Nays: None

**NEW BUSINESS**

**MOTION**

A motion was made by Dagg to switch to the 6.5% matching through the 457 plan for new employees effective May 01, 2016, seconded by Love. The motion passed.

Ayes: Baker, Dagg, Inman, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wirth to add the Position Authorization Policy to the Employee Handbook, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Inman, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Baker to adjourn, seconded by Dagg. The motion passed.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



*Michelle Baker*  
president

Michelle Baker

Secretary

Recorded by Elaine Sutter

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
May 16, 2016**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, May 16, 2016 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:00 p.m.

Members present:       Jann Dagg                               Lonita Love  
                              Fred Inman                              David Wirth  
                              Betsy Lepak                             Reva Wujcik

Members absent: Michelle Baker

Also present: Garrett Hungerford, Director  
                  Elaine Sutter, Recording secretary

**MOTION**

A motion was made by Love to approve the Agenda, seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wujcik to approve the Warrant Requests of April 22, 2016, May 6, 2016 and May 13, 2016, seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular Board of Trustees meeting on April 18, 2016, seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board and it was accepted.

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

**LIBRARY REPORT**

Director Garrett Hungerford presented his report to the Board.

**COMMITTEE REPORTS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

The HVAC Controls upgrade was discussed, bids are being looked at.

**MOTION**

A motion was made by Wirth in regards to the parking lot repair, to accept the bid from S&J Asphalt Co. of \$49,300 plus any base repairs needed at \$27.00/sq. yard. This is not to exceed \$90,000, seconded by Love. The motion passed.

Ayes: Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Dagg to close the Library on Wednesday June 15, Thursday June 16 and Friday June 17 with staff reporting, seconded by Love. The motion passed.

Ayes: Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wirth to renew the Public Service Credit Union CD: \$245,000 @ 1.15% for 18 months, and fund new CD with Community Choice Credit union: \$245,000 @1.27% for 11 months, seconded by Wujcik. The motion passed.

Ayes: Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Lepak to lower the price of a computer guest pass to \$2.00 for a 2 hour session, seconded by Love. The motion passed.

Ayes: Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wirth to adjourn, seconded by Dagg. The motion passed.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Michelle Baker

Secretary

Recorded by Elaine Sutter



**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
June 20, 2016**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, June 20, 2016 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:00 p.m.

|                  |                |             |
|------------------|----------------|-------------|
| Members present: | Michelle Baker | Betsy Lepak |
|                  | Jann Dagg      | Lonita Love |
|                  | Fred Inman     | David Wirth |

Members absent: Reva Wujcik

Also present: Garrett Hungerford, Director  
Patricia Slater, Head of Juvenile Services  
Karen Clinton, Juvenile Librarian  
Linda Pride, Adult Librarian  
Kendra Wesner, Teen Librarian  
Elaine Sutter, Recording Secretary

**MOTION**

A motion was made by Wirth to approve the Agenda, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love and Wirth

Nays: None

**MOTION**

A motion was made by Wirth to approve the Warrant Requests of May 20, 2016, June 3, 2016, June 10, 2016 and June 17, 2016, seconded by Lepak. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love and Wirth

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular Board of Trustees meeting on May 16, 2016, and the amended minutes of the meeting on March 2016, seconded by Wirth. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love and Wirth

Nays: None

**CITIZEN'S COMMENTS**

None

**Presentation**

RTDL's Summer Reading Clubs for 2016 were presented by Patricia Slater, Karen Clinton, Linda Pride and Kendra Wesner.

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board and it was accepted.

## **BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

## **LIBRARY REPORT**

Director Garrett Hungerford presented his report to the Board.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

### **MOTION**

A motion was made by Wirth to accept the bid from Tech Mechanical for \$32,513 for the HVAC Controls upgrade, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love and Wirth

Nays: None

### **MOTION**

A motion was made by Love to make a one-time payment of \$250,000 to MERS to get back to status quo and to ensure that costs remain at or below 18.49% of payroll in costs (for enrolled employees), seconded by Lepak. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love and Wirth

## **NEW BUSINESS**

### **MOTION**

A motion was made by Love to accept the resolution to move to a Defined Contribution Plan for new employees, seconded by Wirth. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

### **MOTION**

A motion was made by Love to approve the 2016 Tax Rate Request form, seconded by Lepak. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love, and Wirth

Nays: None

### **MOTION**

A motion was made by Dagg to move the Board meetings from 4:00pm to 4:30pm in order to retain existing Board member Lonita Love, seconded by Wirth. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love and Wirth

Nays: None

### **MOTION**

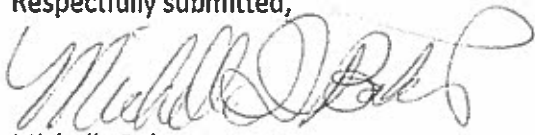
A motion was made by Wirth to adjourn, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

Nays: None

The meeting was adjourned at 5:06 pm

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Michelle Baker". The signature is written in black ink and is positioned above the printed name.

**Michelle Baker**

**Secretary**

Recorded by Elaine Sutter