

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
September 19, 2016**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, September 19, 2016 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:30 p.m.

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

**Members absent:** Lonita Love

**Also present:** Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager  
Bill Brickey, Plante & Moran

**MOTION**

A motion was made by Wujcik to approve the Agenda, seconded by Lepak. 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 July 1, 2016, July 8, 2016, July 22, 2016, July 29, 2016, August 12, 2016, August 19, 2016 and August 26, 2016, seconded by Wirth. The motion passed.

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

**Nays:** None

**MOTION**

A motion was made by Wirth to approve the Minutes of the regular Board of Trustees meeting on June 20, 2016, seconded by Dagg. The motion passed.

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

**Nays:** None

**CITIZEN'S COMMENTS**

None

**AUDIT PRESENTATION FOR FY 15-16**

Chairperson Inman introduced Bill Brickey who presented the Audit Report and detailed it's provisions for the board.

**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.

## **MOTION**

A motion was made by Wirth to accept the budget to actual report, seconded by Dagg. The motion passed.

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

Nays: None

## **DIRECTOR'S REPORT**

Garrett Hungerford reported circulation on new DVD/Blu-Ray items went up 151% after waiving the check-out fees in August. The fall mailer has gone out to residents and the library will be holding its first teacher appreciation day on September 24th. Planning has begun for the annual Books & Bytes event. The library audit was completed over the summer with a correction that resulted in an additional \$164,255 going towards operating revenue. HVAC update is near completion and evaluations of copy machine and phone systems took place with final recommendations within the board packet.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

No old business was conducted.

## **NEW BUSINESS**

### **MOTION**

A motion was made by Wirth to approve the 2017 Board meeting schedule, seconded by Dagg. The motion passed.

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

Nays: None

### **MOTION**

A motion was made by Dagg to approve the 2016-2019 snow removal contract in the amount of \$21,060 over three years to United Resources, LLC, seconded by Lepak . The motion passed.

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

Nays: None

### **MOTION**

A motion was made by Lepak to approve the copy machine contract to Xerox in the amount of \$27,763.20 for three copiers over five years , seconded by Wirth. The motion passed.

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

Nays: None

### **MOTION**

A motion was made by Wirth to approve the phone system contract to Clear Rate Communications over five years in the amount of \$30,347.60, seconded by Dagg. The motion passed.

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

Nays: None

**MOTION**

A motion was made by Dagg to approve amending our lending policy 401.0 to include free New DVD/Blu-ray check-outs beginning December 1, 2016, seconded by Wirth. The motion passed.

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

Nays: None

**MOTION**

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

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

Nays: None

The meeting was adjourned at 6:25pm

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Michelle Baker".

Michelle Baker

Secretary

Recorded by Michael Gazzarri

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
October 17, 2016**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, October 17, 2016, in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:30 p.m.

Members present:       Michelle Baker                       Lonita Love  
                              Jann Dagg                             David Wirth  
                              Fred Inman                          Reva Wujcik  
                              Betsy Lepak (arr at 4:32)

Members absent:       None

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager

**MOTION**

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

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

Nays: None

**MOTION**

A motion was made by Wirth to approve the Warrant Requests of September 1, 2016, September 8, 2016, September 15, 2016, September 22, 2016 and September 29, 2016, seconded by Wujcik. The motion passed.

Ayes: Baker, Dagg, Inman, 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 September 19, 2016 as corrected, 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. Hungerford and Deckert attended the Harwood Institute. We are coming to the end of our strategic plan. This is a good jumping point. Summer lunch increased 42%. A total of 792 lunches served. Jann and her niece volunteered for Libraries for Life. We hosted a voter registration drive – 3 days. We rehired an employee as a Page and Circulation substitute. We received a Best Buy grant in the amount of \$6,500 to be used for Teen services. We will be receiving a \$1,500 grant from Kohl's for our pumpkin decorating party. Several roof leaks were discovered after this latest storm with the largest being around the chimney. Repairs have been completed. New staff and public copiers have arrived. We are waiting for coin-op boards for public printers to be installed. Bike locks have been purchased. MLA is next week. Several staff will be attending.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

Café Discussion - Our current vending machine company has different vending levels available. AMG could possibly provide food and we provide the labor to staff the café. Hungerford ran some numbers to see where the breakeven point would be. The numbers seem to show that it could be feasible. The initial results of the online survey show the want for an operational café. Hungerford asked the Board for approval to investigate further. Kelsey from AMG will be sending someone down to take a look at the café.

Drive up return – Pricing was made available for a book return. That doesn't include cement work, electric work for door access for employees and a security camera to monitor the area. Discussion ensued about the book return and more information will be brought to the November meeting.

## **NEW BUSINESS**

### **MOTION**

A motion was made by Wujcik to accept the Best Buy Grant, seconded by Lepak. The motion passed.

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

Nays: None

### **MOTION**

A motion was made by Wirth to accept the budget amendments as presented, seconded by Dagg. The motion passed.

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

Nays: None

### **MOTION**

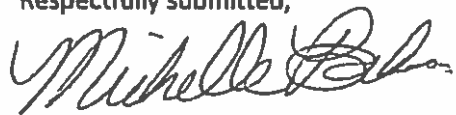
A motion was made by Wirth to adjourn, seconded by Dagg. The motion passed.

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

Nays: None

The meeting was adjourned at 5:51 pm

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 Michael Gazzarri

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

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

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

<b>Members present:</b>	Michelle Baker	Lonita Love (left at 6:00)
	Jann Dagg	David Wirth
	Fred Inman	Reva Wujcik (arr. at 4:45)
	Betsy Lepak	

**Members absent:**

**Also present:** Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager

**MOTION**

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

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

**Nays:** None

**MOTION**

A motion was made by to approve the Warrant Requests of October 7, 2016, October 21, 2016 and October 28, 2016 seconded by Love. 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 October 17, 2016, seconded by Love. 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 and it was accepted.

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

## **LIBRARY REPORT**

Attended MLA and received updates on a couple of legislative items. The tax capture bill and big box store legislation are still awaiting decisions. Planning continues for the Books & Bytes benefit. We have booked the author Amy Haimerl for the event. Promotional materials will go out at the end of December for the mailing of the January – April newsletter. There are currently two open positions that have been advertised (Security and Maintenance). The maintenance position is a 20 hour/week position and at the moment the security position has been advertised as Sunday/substitute only. We received a donation of \$1,500 from Kohl's for their participation in our pumpkin decorating program. Patricia will be using those funds to pay deposits for performers for our 2017 Summer Reading Club. Our new phone system will be installed on 11/29 and will go live on 11/30. There shouldn't be any downtime. We are looking forward to having the new system operational. We have done some patron and bibliographic record clean up in cooperation with TLN. This will remove many old unreturned items and old fines that are uncollectable. We will see a decrease in our collection holdings and patron registration numbers. We are still working on items to become certified by QSAC. Many of the items have been completed, while several are in progress. We expected to be completed by the end of our fiscal year 3/31/17.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

Café discussion: Met with representative from AMG about food availability and costs. Pricing from GFS and Costco is more promising. Still putting together costs for individual items to determine makeup and margins needed. Break even amount is about \$31,000/year. We would need to define the roles to operate the café. We may possibly want to send out a RFP before going live with library operation of the café.

Drive up book drop: There was discussion about the placement of the book drop and the signage that would direct patrons. Color choices were presented and blue was chosen.

## **MOTION**

A motion was made by Lepak to approve the purchase of the drive up book return in blue and not to exceed \$14,000, seconded by Wujcik. The motion passed.

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

Nays: None

## **NEW BUSINESS**

Approval of policies: The proposed policy changes were discussed. It was determined that Policy 304.0 Meeting Room Use needed clarification from our attorney. Hungerford will contact the attorney for clarification and report back to the Board next month.

## **MOTION**

A motion was made by Wirth to approve the policy changes as presented with the exception of Policy 304.0 Meeting Room Use, seconded by Lepak. The motion passed.

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

Nays: Wujcik

Books & Bytes Early Closure: It was requested that the library close on Friday, May 19, 2017 for set up of the Books & Bytes benefit. A compromise was reached to close at 1:00.



**MOTION**

A motion was made by Wujcik to close at 1:00 on Friday, May 19, 2017, seconded by Wirth. The motion passed.

Ayes: Baker, Dagg, Lepak, Wirth and Wujcik

Nays: Inman

**MOTION**

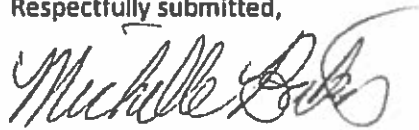
A motion was made by Wirth to adjourn, seconded by Dagg . The motion passed.

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

Nays: None

The meeting was adjourned at 6:20 pm

Respectfully submitted,



Michelle Baker

Secretary

Recorded by Michael Gazzarri

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
January 23, 2017  
APPROVED**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, January 23, 2017 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:32 p.m.

Members present:      Michelle Baker                      Lonita Love  
                                 Jann Dagg                                  David Wirth  
                                 Fred Inman                                 Reva Wujcik (arr. at 4:41)  
                                 Betsy Lepak

Members absent:

Also present:    Garrett Hungerford, Director  
                         Michael Gazzarari, Business and Facilities Manager

**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, seconded by Love. 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 meeting on November 21, 2016, seconded by Lepak. The motion passed.

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

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.

December marked Hungerford's first year at RTDL. There have been many projects, both large and small, completed in that time frame. Some highlights include, new email, building signage, drive-up book return and parking lot.

We are taking more steps in preparation to complete QSAC. We have made benefit changes for new full-time hires to offset future costs. We have begun community conversations based on the Harwood training. We are continuing our planning for the annual Books & Bytes benefit. Our new and updated newsletter has been delivered to homes and has been well received. All open positions have now been filled and reviews have begun with department heads.

The library received almost \$100,000 more in PPT funds than anticipated. Approximately \$35,000 will be moved to our debt fund. A large portion of time was spent working on our state aid report and has been submitted.

Our new phone system has been installed. The startup issues have now been addressed. We have used social media to advertise our new drive-up book return. I, along with Mike and Tom, met with Woodward Energy Solutions to discuss converting our interior lighting to LED.

#### **COMMITTEE REPORTS**

None

#### **OLD BUSINESS**

Café discussion – spoke to attorney about café. Liability is covered and is built into current policy. There would be a higher cost for our policy with the payroll costs rising. I will bring back to the board after the budget committee meeting.

Meeting room policy 304.0 – we are able to charge all groups for meeting room use. The board has a fiduciary responsibility to library. There were several issues with meeting room usage discussed and the possibility of requiring a deposit was suggested.

#### **NEW BUSINESS**

State of Michigan Public Act 152 of 2011 – establishes cost sharing for health insurance. The library has opted out in the past.

#### **Holiday closures 2018**

#### **MOTION**

A motion was made by Love to continue to opt out of PA 152, seconded by Wujcik. The motion passed.  
Ayes: Baker, Dagg, Inman, Lepak, Love, Wirth and Wujcik

#### **MOTION**

A motion was made by Dagg to approve the Holiday Closures for 2018, seconded by Love. The motion passed  
Ayes: Dagg, Inman Lepak, Love, Wirth and Wujcik  
Nays: Baker

**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 5:24 p.m.

Respectfully submitted,

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

Michelle Baker

Secretary

Recorded by Michael Gazzarari

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
February 27, 2017  
FINAL**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, February 27, 2017 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:30 p.m.

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

**Members absent:** Betsy Lepak

**Also present:** Garrett Hungerford, Director

**MOTION**

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

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

**Nays:** None

**MOTION**

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

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

**Nays:** None

**MOTION**

A motion was made by Dagg to approve the Minutes of the meeting on January 23, 2017 seconded by Love. The motion passed.

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

**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.

The library hosted six meetings for TLN to review ILS demonstrations. In the coming months a decision will be made whether or not to stay with our current vendor or transition to a new system. We are working on removing outdated records in preparation for a potential change.

Planning for Books & Bytes continues. We have locked in several aspects of the event. By the end of the month we will have reached out to local businesses for sponsorship and auction items.

There was an amazing increase in youth program attendance during January. The youth department has started a new series of programs for homeschoolers.

Kendra received another Best Buy grant to hold a coding class for teens. The class will be conducted by Best Buy staff. The class is full.

Our newest security monitor, Elihu Mitchell has taken another security position closer to his home. He did give us a two week notice. He will be replaced by Tom Gillespie who will start on Friday, March 3<sup>rd</sup>.

We continue to have trouble filling our open maintenance position. We had to withdraw our offer to the person who was to start in February.

We are nearing the end of our fiscal year. The bulk of our property tax revenue was received in January. An additional \$146,000 was received in February and the remainder is expected to be received in March.

Martin did a great job converting our announcement display with switching to a Raspberry Pi from our laptop. The old monitor had been replaced with an updated TV and the result is a much clearer picture. The updating of announcements will now be easier.

My work on QSAC updates will resume in March now that budget work and ILS Demos are complete.

## **COMMITTEE REPORTS**

Personnel committee – Committee meet on February 9<sup>th</sup> to go over salary, employee manual and director review. Information was passed to budget committee.

Budget committee – Budget committee reviewed budget outline for 2016 – 2017. The budget includes LED lighting proposal and a trial of running the Café from September 2017 – March 2018.

## **OLD BUSINESS**

Café discussion – Attorney reviewed café proposal. Attorney said that further review about sales tax can be done once a decision is made about moving forward with the café. The budget contains figures for a seven month period from September 2017 – March 2018. Initial expenses include a new refrigerator. The hours of operation will be shorter than in the past.

Meeting room policy 304.0 – The possibility of charging an extra cost for early entry into the building was discussed.

**NEW BUSINESS**

**MOTION**

A motion was made by Love to accept changes to the employee manual as amended, seconded by Wirth. The motion passed.

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

Nays: None

**MOTION**

A motion was made by Wirth to accept changes to the photography policy as presented, seconded by Dagg. The motion passed.

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

Nays: None

**MOTION**

A motion was made by Wirth to schedule the FY 17-18 public budget hearing for Monday, March 20, 2017 at 4:30pm, seconded by Love. The motion passed.

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

Nays: None

**MOTION**

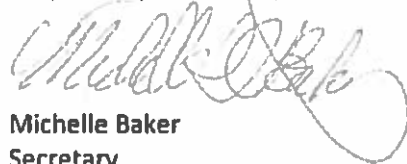
A motion was made by Dagg to adjourn, seconded by Love. The motion passed.

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

Nays: None

The meeting was adjourned at 6:53 p.m.

Respectfully submitted,



Michelle Baker

Secretary

Recorded by Michael Gazzarari

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
March 20, 2017  
APPROVED**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, March 20, 2017 in the library.

The meeting was called to order by Presiding Officer Betsy Lepak, Vice-President, at 4:33 p.m.

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

Members absent: Fred Inman

Also present: Garrett Hungerford, Director  
                  Michael Gazzarari, Business and Facilities Manager

**MOTION**

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

Ayes: Baker, Dagg, Love, Wirth and Wujcik  
Nays: None

**MOTION**

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

Ayes: Baker, Dagg, Love, Wirth and Wujcik  
Nays: None

**MOTION**

A motion was made by Wujcik to approve the Minutes of the meeting on February 27, 2017 seconded by Love. The motion passed.

Ayes: Baker, Dagg, 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.

ILS demos have been completed. The Books & Bytes benefit is making progress. We will begin soliciting donations from local businesses. The menu has been decided and the layout for the event has been finalized. We will launch Hoopla in September. The digitization of the Redford Observer continues. Children's programming is taking shape for the Summer Reading Club. There are many events planned for the whole library. There will be a Community Conversation with the Village on 3/23. We have hired a new maintenance person and are now up to full staff.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

Meeting room policy: It was suggested that the meeting room policy be approved. Several changes were made to the policy including increased frequency of availability, no same-day reservations, and early access to the room with an additional fee. The new policy will go into effect on June 1, 2017.

## **MOTION**

A motion was made by Wirth to adopt meeting room policy 304.0 as presented, seconded by Dagg. The motion passed.

Ayes: Dagg, Love, Wirth and Wujcik

Nays: Baker

## **NEW BUSINESS**

## **MOTION**

A motion was made by Wirth to adopt FY 2018 budget as presented, seconded by Love. The motion passed.

Ayes: Baker, Dagg, Love, Wirth and Wujcik

Nays: None

## **MOTION**

A motion was made by Wirth to approve FY 2017 budget amendments, seconded by Love. The motion passed.

Ayes: Baker, Dagg, Love, Wirth and Wujcik

Nays: None

## **MOTION**

A motion was made by Love to accept the conflict of interest policy as presented, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wirth to waive grant award payment from endowment fund for 2017 only, seconded by Love. The motion passed.

Ayes: Baker, Dagg, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made to authorize application for Special License by Wirth, seconded by Love. The motion passed.

Ayes: Baker, Dagg, Love, Wirth and Wujcik

Nays: None

**MOTION**

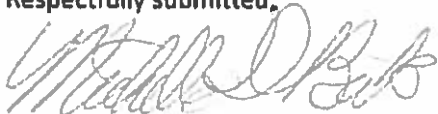
A motion was made by Baker to adjourn, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Love, Wirth and Wujcik

Nays: None

The meeting was adjourned at 5:57 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Michelle Baker".

**Michelle Baker**

**Secretary**

Recorded by Michael Gazzarari

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
April 17, 2017  
APPROVED**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, April 17, 2017 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:30 p.m.

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

Members absent: Lonita Love, Reva Wujcik

Also present:   Garrett Hungerford, Director  
                  Michael Gazzarari, Business and Facilities Manager

**MOTION**

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

Ayes: Baker, Dagg, Inman, Lepak and Wirth

Nays: None

**MOTION**

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

Ayes: Baker, Dagg, Inman, Lepak and Wirth

Nays: None

**MOTION**

A motion was made by Wirth to approve the Minutes of the meeting on March 20, 2017, seconded by Lepak. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak and Wirth

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. The TLN ILS RFP committee will provide SASUG with their recommendation. A large database cleanup within TLN, will commence with earlier approval from SASUG. We may consider moving our 2018 in-service date to coincide with training for new system.

Materials budget did not change much from the previous fiscal year. Redford Observer is now Livonia Observer also serving Redford. Books & Bytes tickets are on sale. A new newsletter will be going out at the end of the month. The library is busy gearing up for the SRP. Hoping for growth with the program with the new changes. Community conversation with the neighborhood watch is scheduled. Children's author visit on Friday, 3/31 garnered a good turnout. Office 2016 is being installed on all workstations in the library. Martin is currently pricing a new server. Youth programming is increasing. Material collection is declining. Kroger announced that you no longer have to renew to continue rewards. Hired two new substitute librarians. We are mimicking the trend of circulation decrease across other TLN libraries.

#### **COMMITTEE REPORTS**

Jann, Lonita and Reva compiled the reviews of Garrett and consolidated points to find a common theme. Fred and Jann will present the findings of Hungerford's review on Monday April 24<sup>th</sup> at 4:00.

#### **OLD BUSINESS**

#### **NEW BUSINESS**

CD renewal from Community Choice C.U.

#### **MOTION**

A motion was made by Wirth to approve the renewal of the CD for 23 months at 1.65% not to exceed \$242,000, seconded by Dagg. The motion passed.

Ayes: Baker, Dagg, Inman, Lepak and Wirth

Nays: None

#### **Conflict of interest policy**

The Library Board is already under a conflict of interest policy per Michigan law. Our current policy will be modified and presented at the May board meeting

#### **Café application**

Discussion ensued with regard to the current applicant to operate the café. Hungerford will contact the applicant to obtain further information and report to the board in May.

#### **MOTION**

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

Ayes: Baker, Dagg, Inman, Lepak and Wirth

Nays: None

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,



Elizabeth Lepak

Vice-President

Recorded by Michael Gazzarari

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
May 15, 2017  
APPROVED**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, May 15, 2017 in the library.

The meeting was called to order by Presiding Officer Betsy Lepak, Vice-President, at 4:31 p.m.

Members present:      Jann Dagg                      David Wirth  
   Betsy Lepak                      Reva Wujcik  
   Lonita Love (arr 4:42)

Members absent: Michelle Baker, Fred Inman

Also present:    Garrett Hungerford, Director  
                                 Michael Gazzarari, Business and Facilities Manager

**MOTION**

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

Ayes: Dagg, Lepak, Wirth and Wujcik

Nays: None

**MOTION**

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

Ayes: Dagg, Lepak, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the special meeting of March 20, 2017 and the regular meeting on April 17, 2017, seconded by Wirth. The motion passed.

Ayes: Dagg, Lepak, Wirth and Wujcik

Nays: None

**CITIZEN'S COMMENTS**

None

**STAFF PRESENTATION**

Presentation of summer reading programs (June 1 – August 31) from baby to adult. Staff members Clinton, Wesner and Pride presented the baby/children, teen and adult programs respectively

**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.

An update on the preparations for Books & Bytes. Detroit Diesel has donated \$10,000 to become an epic sponsor this year. Proceeds of the benefit will pay for programming for youth, teen and adult. Pat Milliken Ford and Public Services Credit Union were also sponsors. We have used Facebook advertising to encourage likes on our page to build a bigger base for our events. We have requested a quote for computer chairs for the adult public computers. Power supplies for study carrels have been ordered. We are moving forward with the LED conversion project. Wayne Metro WRAP program will meet at the library on the second and fourth Wednesday of the month in the staff lounge. Maintenance is fully staffed now. Hungerford reviewed patron comments. Circulation statistics are down which is consistent across TLN libraries. The addition of Hoopla may help raise circulation statistics. Librarians are continuing to weed their collections. TLN is doing a last push with patron/bibliographic record purging.

## **COMMITTEE REPORTS**

Director review:

Personnel committee members (Dagg and Inman) met with Garrett to present him with his first director review.

## **OLD BUSINESS**

Trustee conduct policy: Includes conflict of interest clause. Form will be signed annually by each board member.

Café: Spoke to applicant about café application. Met with second applicant for café. More information is needed from both interested parties. Will supply additional information at next meeting. Candidates will attend the meeting.

## **NEW BUSINESS**

Attorney correspondence: Increased hourly fee by \$10.

Board vacancies recommendations:

Three trustee terms will expire at the conclusion of the June meeting. Discussion ensued about possible appointments and reappointments.

## **MOTION**

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

Ayes: Dagg, Lepak, Love, Wirth and Wujcik

Nays: None

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,



Michelle Baker

Secretary

Recorded by Michael Gazzarari

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
June 19, 2017  
APPROVED**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, June 19, 2017 in the library.

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

Members present:      Jann Dagg                      David Wirth  
                                 Fred Inman                      Reva Wujcik  
                                 Lonita Love (arr 4:38)

Members absent: Michelle Baker, Betsy Lepak

Also present: Garrett Hungerford, Director  
                  Michael Gazzarari, Business and Facilities Manager

**MOTION**

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

Ayes: Dagg, Inman, Wirth and Wujcik

Nays: None

**MOTION**

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

Ayes: Dagg, Inman, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Wirth to approve the Minutes of the regular meeting on May 15, 2017, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, 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.

Books & Bytes was a success. Trees at the entrance removed. Discovery table has arrived. Summer Reading program has begun. Quote for chair replacement was presented. RFP for LED conversion will be complete by September for board vote. Digital statistics form will be used starting in July. We have one new hire, a Page. Annual audit will begin on July 10<sup>th</sup>. TLN has completed the purge of old patron records.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

Café applications:

Johnathan Barnes presented his proposal to the library board.

Resident. Visits with 8 year old son. Experience 15 years cooking downtown and executive catering with Pfizer. Passionate about working with the public. Been working on business plan for about 1 ½ years. Library board reviewed proposal. Spoke to public during visits to discuss wants from the public. Discussed pricing of menu. Spoke about details of discount plan. Answered questions about health safety concerns. Wants to keep a low inventory. Answered question about financial expectations to make the venture feasible. Wujcik suggested centering menu around our clientele. Start with limited menu and then build with new items. Plan for fact that café has been vacant and has lost visibility. Fridge needs to be replaced and has already been budgeted for. Business name established. Licensing and certifications after location has been secured.

Niesha Stanley and Venus Amos presented their proposal to the library board.

Residents. Niesha behind the scenes. Scouting products for the café and creating experience of an upscale café. Perfect setting. Big reader. Came up with the concept for the café. Presented sweets for taste testing. Promoting Michigan made products. Have been doing some research as to what items would be wanted in the café. Once a certified kitchen has been acquired baking and cooking will be done by owners. Professional development events in the café. Everything will be purchased wholesale until kitchen is up and running. WiFi was questioned about reach to café. Asked about specific wants from board. Pizza was included in the menu and questioned as to where the pizza would come from. It wasn't determined as to where it would come from. Paint color for the café was questioned. Website link on our webpage. Fridge needs to be replaced and will be replaced before any tenant takes residence. 120k per year sales goal to make successful. Will have employees. Requesting meeting room space for professional development meetings.

Discussion ensued about awarding contract to an outside vendor or to continue with plan of having it held in-house.



**MOTION**

A motion was made by Wirth to proceed with operating the café in-house, seconded by Love. The motion passed.

Ayes: Love, Wirth and Wujcik

Nays: Dagg, Inman

**NEW BUSINESS**

Form L-4029 for 2017: Millage requested for operating remains the same. Debt millage reduced from .7500 to .6600

**MOTION**

A motion was made by Wirth to approve Form L-4029, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Love, Wirth and Wujcik

Nays: None

**MOTION**

A motion was made by Dagg to purchase new computer chairs from Library Design in the amount of \$7,904.00, seconded by Love. The motion passed.

Ayes: Dagg, Inman, Love, Wirth and Wujcik

Nays: None

Recognition of departing board members:

A vase and bouquet of flowers were presented to Reva Wujcik for her 23 years of service as a board member of the Redford Township District Library.

**MOTION**

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

Ayes: Dagg, Inman, Love, Wirth and Wujcik

Nays: None

The meeting was adjourned at 6:17 p.m.

Respectfully submitted,



Fred Inman  
President

Recorded by Michael Gazzarari