

**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
September 18, 2017  
APPROVED**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, September 18, 2017 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:36 p.m.

Members present:     Jann Dagg  
                              Fred Inman  
                              Betsy Lepak  
                              Sue Pevovar

Members absent: Lonita Love, Maureen Miller, David Wirth

Also present:   Garrett Hungerford, Director  
                      Michael Gazzarari, Business and Facilities Manager  
                      Justin Kolbow, Audit Manager from Plante & Moran

**MOTION**

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

Ayes: Dagg, Inman, Lepak, Pevovar

Nays: None

**MOTION**

A motion was made by Dagg to approve the warrant requests from June, July and August, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular meeting on June 19, 2017, seconded by Inman. The motion passed.

Ayes: Dagg, Inman, Lepak

Nays: None

Abstain: Pevovar

**CITIZEN'S COMMENTS**

None

**AUDIT PRESENTATION**

Justin from Plante & Moran presented the board with the review and analysis of the audit for the fiscal year ending March 31, 2017

**FINANCIAL REPORT**

Garrett Hungerford 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.

Café went live today, September 18<sup>th</sup>. Youth department has gone above and beyond this year with the Summer Reading Program. The new layout of the newsletter allowed us to promote all programming for the summer. Books & Bytes planning process begins in October. New staffing for Circulation Supervisor, Sunday Security, Sunday Librarian and Library Associate. Garrett and Steve will be attending MLA this year. Carol attended Digipalooza in Cleveland. Hoopla went live at the end of August. QSAC has been on hold mainly because of lighting requirements which will be corrected with the LED conversion. Martin has been busy with switches and server updates.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **MOTION**

A motion was made by Lepak to table appointment of Secretary until October 16<sup>th</sup>, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar

Nays: None

### **MOTION**

A motion was made by Lepak to table appointment of standing committees until October 16<sup>th</sup>, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar

Nays: None

### **MOTION**

A motion was made by Dagg to approve the Board Meeting Schedule for 2018, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar

Nays: None

### **MOTION**

A motion was made by Dagg to award Motor City Lighting in an amount not to exceed \$80,000 for the conversion to interior LED lighting, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar

Nays: None

**MOTION**

A motion was made by Lepak to adopt the Electronic Transactions Policy 704.00, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar

Nays: None

**MOTION**

A motion was made by Lepak to adopt the Smoking Policy, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar

Nays: None

**MOTION**

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

Ayes: Dagg, Inman, Lepak, Pevovar

Nays: None

The meeting was adjourned at 5:38 p.m.

Respectfully submitted,



Elizabeth Lepak

Vice-President

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
October 16, 2017

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, October 16, 2017 in the library.

The meeting was called to order by Presiding Officer Betsy Lepak, Vice-President, at 4:30 p.m.

Members present:	Jann Dagg	Maureen Miller
	Betsy Lepak	Sue Pevovar
	Lonita Love	David Wirth

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: Dagg, Lepak, Love, Miller, Pevovar and Wirth

Nays: None

**MOTION**

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

Ayes: Dagg, Lepak, Love, Miller, Pevovar and Wirth

Nays: None

**MOTION**

A motion was made by Pevovar to approve the Minutes of the regular meeting on September 18, 2017, seconded by Wirth. The motion passed.

Ayes: Dagg, Lepak, Love, Miller, Pevovar 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.

**DIRECTOR'S REPORT**

Director Garrett Hungerford presented his report.

The café opened as planned on Monday, September 18<sup>th</sup>. The library has once again participated in the Michigan Libraries for Life program. We owe a big thanks to Jann Dagg for helping launch the event. We will have a photographer visiting to take photos of the inside of the library for our Google Business page. Towards the end of the year we will switch to calendaring systems to present a mobile friendly way for patrons to view upcoming programs, register and receive reminders. Pat Slater, Head of Youth Services, has provided advanced notice of her retirement in April of 2018. The LED lighting project is slated to begin this month. We have investigated a new print management system for patrons. Additional chairs for the Children's Programming Room will be arriving due to the increased attendance for programs.

## **COMMITTEE REPORTS**

### **OLD BUSINESS**

### **NEW BUSINESS**

Appointment of Secretary

#### **MOTION**

A motion was made by Lepak to appoint Miller as Secretary. The motion passed.

Ayes: Dagg, Lepak, Love, Miller, Pevovar and Wirth

Nays: None

Appointment of standing Committees

#### **MOTION**

A motion was made by Lepak to appoint Miller to the Personnel Committee and Pevovar to the Policy Committee. The motion passed.

Ayes: Dagg, Lepak, Love, Miller, Pevovar and Wirth

Nays: None

Extension of previously approved personal leave

#### **MOTION**

A motion was made by Dagg to approve the extension of previously approved personal leave, seconded by Wirth. The motion passed.

Ayes: Dagg, Lepak, Pevovar and Wirth

Nays: Love and Miller

Pharos print management system

#### **MOTION**

A motion was made by Wirth to approve the purchase of the Pharos Print Management System in an amount not to exceed \$26,000, seconded by Wirth. The motion passed.

Ayes: Dagg, Lepak, Love, Miller, Pevovar and Wirth

Nays: None

**MOTION**

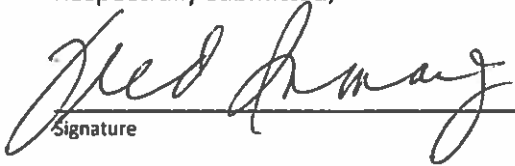
A motion was made by Dagg to adjourn, seconded by Wirth. The motion passed.


Ayes: Dagg, Lepak, Love, Miller, Pevovar and Wirth

Nays: None

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Title

Recorded by Michael Gazzarari

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

**APPROVED**

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

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:35 p.m.

Members present:      Jann Dagg                      Sue Pevovar  
                                      Betsy Lepak                      David Wirth  
                                      Lonita Love

Members absent: Maureen Miller

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: Dagg, Lepak, Pevovar and Wirth

Nays: None

**MOTION**

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

Ayes: Dagg, Lepak, Pevovar and Wirth

Nays: None

**MOTION**

A motion was made by Lepak to approve the Minutes of the regular meeting on October 16, 2017 with correction to Sue Pevovar's name, seconded by Pevovar. The motion passed.

Ayes: Dagg, Lepak, Love, Miller, Pevovar 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.

**DIRECTOR'S REPORT**

Director Garrett Hungerford presented his report.

LED conversion project update was given. The next newsletter will be delivered in December covering the months of January – April. Working on DSLRT wage report. Print management system will be installed the first week of December. CARL migration is continuing and we are expected to go live on May 29, 2018. Hungerford attended the 3-day MLA conference in Lansing.

## COMMITTEE REPORTS

### OLD BUSINESS

### NEW BUSINESS

Certificate of Deposit renewal

#### MOTION

A motion was made by Dagg to approve the renewal of the certificate of deposit with Public Services Credit Union for 24 months at 1.25%, seconded by Wirth. The motion passed.

Ayes: Dagg, Lepak, Love, Pevovar and Wirth

Nays: None

State of Michigan Public Act 152 of 2011

#### MOTION

A motion was made by Love to continue to opt out of public act 152 of 2011, seconded by Lepak. The motion passed.

Ayes: Dagg, Lepak, Love, Pevovar and Wirth

Nays: None

#### MOTION

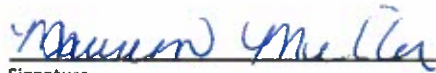
A motion was made by Wirth to adjourn, seconded by Dagg. The motion passed.

Ayes: Dagg, Lepak, Love, Pevovar and Wirth

Nays: None

The meeting was adjourned at 5:14 p.m.

Respectfully submitted,



Signature



Title

Recorded by Michael Gazzarari



**REDFORD TOWNSHIP DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
December 18, 2017**

**APPROVED**

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, December 18, 2017 in the library.

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

Members present:   Jann Dagg                   Maureen Miller  
                          Fred Inman                   Sue Pevovar  
                          Betsy Lepak                 David Wirth

Members absent: Lonita Love

Also present:   Garrett Hungerford, Director  
                  Michael Gazzarari, Business and Facilities Manager  
                  Brooke Galbreath, Librarian  
                  Debi Krasinski, Customer Service Specialist  
                  Olivia Pevovar, Citizen

**MOTION**

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

Ayes: Dagg, Inman, Lepak, Miller, Pevovar and Wirth

Nays: None

**MOTION**

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

Ayes: Dagg, Inman, Lepak, Miller, Pevovar and Wirth

Nays: None

**MOTION**

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

Ayes: Dagg, Inman, Lepak, Miller, Pevovar and Wirth

Nays: None

**CITIZEN'S COMMENTS**

Brooke Galbreath and Debi Krasinski spoke

**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.

**DIRECTOR'S REPORT**

Director Garrett Hungerford presented his report.

The LED conversion project is at a standstill. There have been several setbacks with the company. Patricia has returned to work and plans to continue to work through her original retirement date of April 20, 2018. The PPT (Personal Property Tax) check came in larger than anticipated. We have migrated to our new print management system and it appears to be going well. Kendra went to the Youth conference in Kentucky. There has been discussion about the future of the Teen room and its possible use. Books & Bytes planning continues.

**COMMITTEE REPORTS**

**OLD BUSINESS**

**NEW BUSINESS**

Budget amendments

**MOTION**

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

Ayes: Dagg, Inman, Lepak, Miller, Pevovar and Wirth

Nays: None

Policy Updates

**MOTION**

A motion was made by Miller to approve changes to the group study room use policy, with correction, and lending policy, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Pevovar and Wirth

Nays: None

Director review committee was appointed:

Dagg, Inman and Pevovar

**MOTION**

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

Ayes: Dagg, Inman, Lepak, Miller, Pevovar and Wirth

Nays: None

The meeting was adjourned at 6:11 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Title

REDFORD TOWNSHIP DISTRICT  
LIBRARY BOARD OF TRUSTEES  
MEETING  
January 22, 2018

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, January 22, 2018 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:38 p.m.

Members present:            Jann Dagg                            Maureen Miller – arrived at 5:12  
   Fred Inman                            Sue Pevovar  
   Betsy Lepak                         David Wirth

Members absent: Love

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, Inman, Lepak, Pevovar and Wirth

Nays: None

**MOTION**

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

Ayes: Dagg, Inman, Lepak, Pevovar and Wirth

Nays: None

**MOTION**

A motion was made by Pevovar to approve the Minutes of the regular meeting on December 18, 2017, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar 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.

**DIRECTOR'S REPORT**

Director Garrett Hungerford presented his report.

Provided a short reflection of 2017's accomplishments. Welcomed Jessica Perryman to Circulation. Announced posting for Patricia's position next month. Patron comments and statistics were reviewed.

## COMMITTEE REPORTS

Director review committee met and compiled commentary from department heads and board members. Hungerford was given his annual review by Inman.

## OLD BUSINESS

None

## NEW BUSINESS

LED project: Board directed Hungerford to get a quote from Gusco to complete the conversion project.

Public Act 202 of 2017: An informational overview was provided to the Board.

## 304.1 Group Study Room Use

### MOTION

A motion was made by Wirth to amend the policy to not allow same day reservations for Group Study Rooms, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar and Wirth

Nays: None

### MOTION

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

Ayes: Dagg, Inman, Lepak, Pevovar and Wirth

Nays: None

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

  
Signature

  
Title

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT  
LIBRARY BOARD OF TRUSTEES  
MEETING  
February 26, 2018

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, February 26, 2018 in the library.

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

Members present:	Jann Dagg	Lonita Love
	Fred Inman	Sue Pevovar
	Betsy Lepak	David Wirth

Members absent: Maureen Miller

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

**MOTION**

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

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

Nays: None

**MOTION**

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

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

Nays: None

**MOTION**

A motion was made by Wirth to approve the Minutes of the regular meeting on January 22, 2018 seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Love, Pevovar 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.

**DIRECTOR'S REPORT**

Director Garrett Hungerford presented his report.

Hungerford discussed capital improvement projects planned for FY 2018-2019. Active shooter training was held in January at the annual in-service day. Books & Bytes fundraiser planning continues. Job

announcement for Head of Youth Services has been posted. The library currently has one unfilled maintenance position open. The remainder of our property tax collection will occur by the end of the current fiscal year. Youth One Card program was discussed. The library will begin a push to market Hoopla this summer.

## **COMMITTEE REPORTS**

Personnel Committee: Met on February 12<sup>th</sup>. Increased some salary ranges to remain competitive. Increased remaining salaries by 2%. The increase for staff will be effective as of 4/9/18.

Budget Committee: Met on February 21<sup>st</sup>. The budget committee recommends approval of the budget for FY 2018-2019

## **OLD BUSINESS**

LED Project

### **MOTION**

A motion was made by Wirth to terminate the existing contract with Motor City Lighting, seconded by Love. The motion passed.

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

Nays: None

### **MOTION**

A motion was made by Wirth to approve the updated quote from Gusco Electric not to exceed \$70,000, seconded by Dagg. The motion passed.

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

Nays: None

## **NEW BUSINESS**

Employee manual updates:

### **MOTION**

A motion was made by Dagg to amend approve the employee handbook updates as presented, seconded by Love. The motion passed.

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

Nays: None

FY 2018 draft budget:

### **MOTION**

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

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

Nays: None

Scheduling of a public hearing regarding FY 2018 budget: March 19<sup>th</sup> @ 4:30

Approval of certified resolution for special license:

**MOTION**

A motion was made by Lepak to approve the special license for the Books & Bytes benefit, seconded by Dagg. The motion passed.

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

Nays: None

**MOTION**

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

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

Nays: None

The meeting was adjourned at 5:43 p.m.

Respectfully submitted,



Signature



Title

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT  
LIBRARY BOARD OF TRUSTEES  
MEETING  
March 19, 2018

APPROVED

The public hearing of the Redford Township District Library Board of Trustees was held on Monday, March 19, 2018 in the library.

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

Members present:                 Jann Dagg                                 Sue Peovovar  
  Fred Inman                                 David Wirth  
  Lonita Love

Members absent: Betsy Lepak, Maureen Miller

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, Inman, Love, Peovovar and Wirth

Nays: None

**CITIZEN'S COMMENTS**

None

**MOTION**


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

Ayes: Dagg, Inman, Love, Peovovar and Wirth

Nays: None

The meeting was adjourned at 4:32 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Signature

5-21-19  
\_\_\_\_\_  
Title

Recorded by Michael Gazzarari



REDFORD TOWNSHIP DISTRICT  
LIBRARY BOARD OF TRUSTEES  
MEETING  
March 19, 2018

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, March 19, 2018 in the library.

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

Members present:                 Jann Dagg                                 Sue Pevozar (arrived at 4:39)  
  Fred Inman                                 David Wirth  
  Lonita Love

Members absent: Betsy Lepak, Maureen Miller

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, Inman, Love, and Wirth

Nays: None

**MOTION**

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

Ayes: Dagg, Inman, Love, and Wirth

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular meeting on February 26, 2018 seconded by Wirth. The motion passed.

Ayes: 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.

**DIRECTOR'S REPORT**

Director Garrett Hungerford presented his report.

Updated building projects including the LED conversion. Have begun the process to accept bids for security camera replacement. Carl X training at the end of April. Position for Youth Services closed,

interviews have been scheduled. Received final property tax payment, will show on next month's reports. Circulation statistics continue to be down across TLN. MEL will be down for the conversion to Carl X.

#### COMMITTEE REPORTS

None

#### OLD BUSINESS

None

#### NEW BUSINESS

FY 2018-2019 Budget

#### MOTION

A motion was made by Wirth to approve the FY 2018-2019 budget as presented, seconded by Love. The motion passed.

Ayes: Dagg, Inman, Love, Pevovar and Wirth

Nays: None

FY 2017-2018 Budget Amendments

#### MOTION

A motion was made by Dagg to approve the FY 2017-2018 budget amendments as presented with a millage rate of .9233 for operating millage #1, 1.4 for operating millage #2 and debt millage rate of .66, seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Love, Pevovar and Wirth

Nays: None

Endowment fund grant distribution resolution

#### MOTION

A motion was made by Love to waive annual disbursement from the Frances Carpenter endowment fund, seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Love, Pevovar and Wirth

Nays: None

#### MOTION

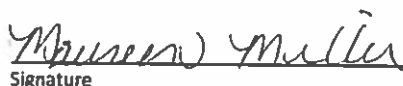
A motion was made by Wirth to adjourn, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Love, Pevovar and Wirth

Nays: None

The meeting was adjourned at 4:53 p.m.

Respectfully submitted,

  
Signature

5-21-19  
Title

REDFORD TOWNSHIP DISTRICT  
LIBRARY BOARD OF TRUSTEES  
MEETING  
May 21, 2018

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, May 21, 2018 in the library.

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

Members present:	Jann Dagg	Maureen Miller
	Fred Inman	Sue Pevovar (arrived at 4:38)
	Betsy Lepak	David Wirth

Members absent: Lonita Love

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

**MOTION**

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

Ayes: Dagg, Inman, Lepak, Miller and Wirth

Nays: None

**MOTION**

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

Ayes: Dagg, Inman, Lepak, Miller and Wirth

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the public hearing on March 19, 2018 seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller and Wirth

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular meeting on March 19, 2018 seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller and Wirth

Nays: None

**CITIZEN'S COMMENTS**

Suzanne Migrin, Head of Youth Services, introduced herself to the board and presented the materials and an overview of the Summer Reading Program.

**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.

## **DIRECTOR'S REPORT**

Director Garrett Hungerford presented his report.

The library's conversion to LED began on Monday, April 16<sup>th</sup>. The work is going at a steady pace and the library is already seeing savings. Work on the RFP for updating security cameras has begun. A proposal should be before the board at the September board meeting. Books & Bytes was a success and feedback was positive. Ticket sales and attendance was up this year. The library made over \$10,000 on the event. Garrett outlined the tax captures in the new fiscal year with the latest being from Pat Milliken Ford.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Library Closures - 2019

Discussion ensued related to library closures for 2019 and was presented as informational. No action was necessary. A finalized suggestion will be brought to the June meeting

Form L-4029 Tax Request Rate

## **MOTION**

A motion was made by Wirth to approve the Form L-4029 as presented with a millage rate of .9233 for operating millage #1, 1.4 for operating millage #2 and debt millage rate of .66, seconded by Miller. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Pevovar and Wirth

Nays: None

Strategic Planning Consultant

## **MOTION**

A motion was made by Miller to award the contract for strategic planning to Kimberly Bolan and Associates in the amount of \$17,500, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Pevovar and Wirth

Nays: None

Fiscal Agent Agreement

Discussion ensued related to the fiscal agent agreement with the Charter Township of Redford. No action was necessary.

**MOTION**

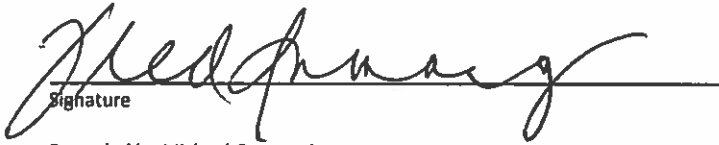
A motion was made by Pevovar to adjourn, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Pevovar and Wirth

Nays: None

The meeting was adjourned at 6:09 p.m.

Respectfully submitted,

  
Signature

Recorded by Michael Gazzarari

President .  
Title

REDFORD TOWNSHIP DISTRICT  
LIBRARY BOARD OF TRUSTEES  
MEETING  
June 18, 2018

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, June 18, 2018 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:35 p.m.

Members present:

Fred Inman  
Betsy Lepak

Sue Pevovar  
David Wirth

Members absent: Jann Dagg, Lonita Love, Maureen Miller

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

**MOTION**

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

Ayes: Inman, Lepak, Pevovar and Wirth

Nays: None

**MOTION**

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

Ayes: Inman, Lepak, Pevovar and Wirth

Nays: None

**MOTION**

A motion was made by Lepak to approve the Minutes of the regular meeting on May 21, 2018 seconded by Wirth. The motion passed.

Ayes: Inman, Lepak, Pevovar 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.

**DIRECTOR'S REPORT**

Director Garrett Hungerford presented his report.

LED conversion is nearing completion. RFPs for lawn maintenance, snow removal, security camera replacements and website updates will be brought to the board in September. Working with Library Design for Teen space improvements (shelving/furniture). New ILS has gone live and is going fairly well. Process of interviewing substitute librarians has begun. Children's librarian left to go to Plymouth. Bruce has returned from medical leave. Hired a new Barista for the café. Summer lunch program started today, June 18<sup>th</sup>. MERS funding percentage report at 88%. The Library had a presence at the Memorial Day parade. Will be attending the Jaycees meeting this evening. Plumber replaced the toilet in the children's restroom to a child height toilet.

#### COMMITTEE REPORTS

None

#### OLD BUSINESS

Library closures 2019:

#### MOTION

A motion was made by Wirth to approve the 2019 holiday closings and holiday policy as amended, seconded by Lepak. The motion passed.

Ayes: Inman, Lepak, Pevovar and Wirth

Nays: None

#### NEW BUSINESS

Strategic planning dates –

Planning dates have been tabled until the September meeting

#### MOTION

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

Ayes: Inman, Lepak, Pevovar and Wirth

Nays: None

The meeting was adjourned at 5:08 p.m.

Respectfully submitted,

  
Signature

  
Title

Recorded by Michael Gazzarari