

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
September 17, 2018

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, September 17, 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
Fred Inman
Betsy Lepak
Lonita Love
Maureen Miller
Sue Pevovar
David Wirth

Members absent:

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

MOTION

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

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

Nays: None

MOTION

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

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

Nays: None

MOTION

A motion was made by Pevovar to approve the Minutes of the regular meeting on June 18, 2018 seconded by Lepak. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

FY 2017-2018 AUDIT PRESENTATION: PLANTE & MORAN

Justin provided the annual audit report and findings to the Board

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 complete. Security camera RFP recommendation to be made at this meeting. Fall mailer is highlighting digital collections. Our substitute pool up to 3 people. An Adult aide replacement has been hired. A Sunday security monitor has been hired. We are expecting new databases from the Library of Michigan in October. We have advertised for the strategic plan/survey. The library participated in the Jaycee Kindness Rally.

COMMITTEE REPORTS

None

OLD BUSINESS

Strategic planning dates – 10/15 & 11/5 – 10:00-4:00

NEW BUSINESS

Board officer elections –

MOTION

A motion was made by Pevovar to approve the Board officer positions as currently assigned, seconded by Dagg. The motion passed.

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

Nays: None

Board meeting schedule 2018-2019 –

MOTION

A motion was made by Dagg to approve the Board meeting schedule for 2018-2019, seconded by Lepak. The motion passed.

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

Nays: None

Appointment of Committees: No action needed

Security camera project contract –

MOTION

A motion was made by Lepak to approve the security camera project awarded to Identify in an amount not to exceed \$60,000, seconded by Lepak. The motion passed.

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

Nays: None

Dress code policy –

MOTION

A motion was made by Wirth to approve the dress code as presented, seconded by Love. The motion passed.

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

Nays: None

Lepak excused herself from the remainder of the meeting.

Digitization project –

MOTION

A motion was made by Wirth to approve the digitization project with Graphic Sciences in the amount not to exceed \$15,000, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Love, Miller, Pevovar, Wirth

Nays: None

OPEB action plan – Presented as informational to the board, no action necessary

Miller and Pevovar excused themselves from the remainder of the meeting.

Café update –

MOTION

A motion was made by Wirth to permanently close the café effective October 31, 2018, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Wirth

Nays: Love

Budget amendments –

MOTION

A motion was made by Wirth to approve FY 18-19 budget amendments as presented, seconded by Love. The motion passed.

Ayes: Dagg, Inman, Love, Wirth

Nays: None

MOTION


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

Ayes: Dagg, Inman, Love, Wirth

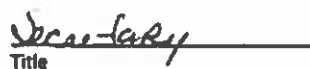
Nays: None

The meeting was adjourned at 6:52 p.m.

Respectfully submitted,



Signature



Title

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
October 15, 2018

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, October 15, 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
Fred Inman
Betsy Lepak
Lonita Love – arrived 4:40
Maureen Miller
David Wirth

Members absent: Sue Pevovar

Also present: Garrett Hungerford, Director
Michael Gazzarari, Business and Facilities Manager
Kim Bolan Cullin
Rob Cullin

MOTION

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

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

MOTION

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

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on September 17, 2018 seconded by Miller. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, 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.

Waiting on furniture and additional shelving for Teen area. Security camera project is underway and paperwork is finalized. A grant for \$20,225 has been requested from our insurance company. Will be replacing staff computers this year once the new Intel chips are available. Community promotion marketing has been about strategic plan with about 650 responses and 70 community members taking part in the focus groups. Staff will be taking part in the focus groups as well. Staffing update, café staff will be assimilated into the Circulation and Reference departments. MeL is back online. PA 202 action plan will be submitted and acted upon during the timeline given by the state.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

Strategic Plan was presented to the Board by Kimberly Bolan and Associates representatives: Kim Bolan Cullin and Rob Cullin

MOTION

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

Ayes: Dagg, Inman, Lepak, Love, Miller, Wirth

Nays: None

The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Maureen Miller
Signature

Secretary
Title

Recorded by Michael Gazzarari

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

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, November 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
Fred Inman
Betsy Lepak
Lonita Love – arrived 4:33
Maureen Miller
Sue Pevovar – arrived 4:35
David Wirth

Members absent:

Also present: Garrett Hungerford, Director
Michael Gazarari, Business and Facilities Manager
Rob Cullin

MOTION

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

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

MOTION

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

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on October 15, 2018 seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, 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.

Teen furniture has been received and installed. Additional shelving for the Teen area is still outstanding. Received the grant for \$20,225 for our security camera project from MMRMA. Waiting to order new staff computers for the latest generation of processors. PPT came in higher than expected. May use increased funds to complete some wish list items. Working on RFP for website redevelopment. Strategic plan retreat took place on Monday, November 5th. Café staff have moved into departments within the library. Reviewed monthly statistics and explained increases and decreases.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

Strategic Plan draft was presented to the Board by Kimberly Bolan and Associates representative: Rob Cullin

MOTION

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

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

Nays: None

The meeting was adjourned at 6:28 p.m.

Respectfully submitted,

Maureen Miller

Signature

Secretary

Title

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
December 17, 2018

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, December 17, 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
Fred Inman
Betsy Lepak
Maureen Miller
Sue Pevovar
David Wirth

Members absent: Lonita 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 Lepak. The motion passed.

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

Nays: None

MOTION

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

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

Nays: None

MOTION

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

Ayes: Dagg, Inman, Lepak, Miller, Pevovar, 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 provided a year-in-review. The LED project is complete and we are seeing 22-28% savings during the cooler months. The Books & Bytes benefit raised over \$10,000 with \$5,000 coming from Detroit Diesel. We have finished our security camera update and received a \$20,225 grant from MMRMA. Teen furniture has been received and installed. Suzy joined the library as the Head of Youth Services. We went live with a new ILS and public catalog. The library added CultureGrams. We now have the Redford Observers digitized back to 1955. We went through the strategic plan process. Our new drinking fountain with bottle filler has been installed. We will be replacing staff computers before the end of the current fiscal year. Hungerford joined the Jaycees. Staff turnover was at an all-time low this year.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

Employee manual update:

MOTION

A motion was made by Wirth to approve the employee dress code, seconded by Lepak. The motion passed.

Ayes: Dagg, Lepak, Miller, Pevovar, Wirth

Nays: Inman

FY 18-19 Budget amendments:

MOTION

A motion was made by Wirth to approve the FY 18-19 Budget amendments as presented, seconded by Dagg. The motion passed.

Ayes: Dagg, Lepak, Miller, Pevovar, Wirth

Nays: Inman

Director Review:

Details of the review process were discussed. No motion is necessary.

MOTION

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

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

Nays: None

The meeting was adjourned at 5:31 p.m.

Respectfully submitted,

Mel Friedman J

Signature

Recorded by Michael Gazzarri

18 Feb 2019

Title

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
February 18, 2019

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, February 18, 2019 in the library.

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

Members present:

Jann Dagg
Fred Inman
Betsy Lepak
Lonita Love – arrived at 4:34
Sue Pevovar
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 Lepak. The motion passed.

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

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on December 17, 2018 seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, 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.

In the process of clearing out the café area. Provided two designs for the café space from Library Design. Teen shelving and furniture is complete. We were open to the public during the Polar Vortex as a warming center for the Township. We've had a couple of delayed openings or closings due to weather. Posting has been made for substitute librarians. Annual reviews are underway. We've procured a billboard on Telegraph for the Summer Reading Program. The May newsletter will also contain information about the SRP. Library directional signs will be installed in the near future on Telegraph, Six Mile and Beech Daly. The grant for the security cameras will be received within the next two weeks.

DIRECTOR REVIEW

Inman gave a report about his meeting with Hungerford

COMMITTEE REPORTS

Budget Committee gave a report of their February 11, 2019 meeting with the Director

Personnel Committee gave a report of their February 15, 2019 meeting with the Director

OLD BUSINESS

None

NEW BUSINESS

State of Michigan PA 152 of 2011:

MOTION

A motion was made by Wirth to continue to opt out of PA 152, seconded by Lepak. The motion passed.

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

Nays: None

Fine Free:

MOTION

A motion was made by Love to approve 401.0 Lending Policy presented, seconded by Dagg. The motion passed.

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

Nays: None

Strategic Plan Approval:

MOTION

A motion was made by Dagg to approve the strategic plan for 2019-2023, seconded by Love. The motion passed.

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

Nays: None

Staff Computer Purchase:

MOTION

A motion was made by Lepak to approve the purchase of 27 staff computers from PCM-G not to exceed \$19,000.00, seconded by Pevovar. The motion passed.

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

Nays: None

Draft budget for FY 19-20:

The budget for the upcoming fiscal year was discussed. No action necessary.

Public Hearing for FY 19-20 Budget:

MOTION

A motion was made by Wirth to schedule the public hearing of the FY 19-20 budget for March 18, 2019 at 4:30 p.m., seconded by Dagg. The motion passed.

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

Nays: None

Policy 302.0: Patron Responsibilities and Conduct:

MOTION

A motion was made by Love to approve the changes to policy 302.0 as presented, seconded by Lepak. The motion passed.

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

Nays: None

Approval of Corrective Action Plan in Conformance with PA 202 of 2017 – Retiree Health Benefit:

MOTION

A motion was made by Wirth to submit the corrective action plan as presented, seconded by Dagg. The motion passed.

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

Nays: None

MOTION

A motion was made by Love to approve the commitment of making payments of \$30,000 annually to the retiree healthcare funding vehicle in addition to annual benefit payments paid for from general operating fund as outlined in the corrective action plan, seconded by Pevovar. The motion passed.

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

Nays: None

MOTION

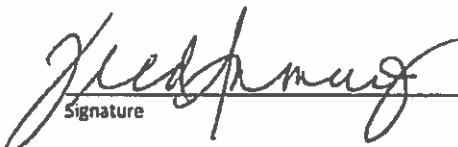
A motion was made by Inman to adjourn, seconded by Love. The motion passed.

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

Nays: None

The meeting was adjourned at 6:26 p.m.

Respectfully submitted,


Signature

Recorded by Michael Gazzarari


Title

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
March 18, 2019

APPROVED

The public budget hearing of the Redford Township District Library Board of Trustees was held on Monday, March 18, 2019 in the library.

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

Members present:

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

Members absent: Maureen Miller

Also present: Garrett Hungerford, Director
Carol Deckert, Head of Adult Services
Martin Smith, Automation Manager

MOTION

A motion was made by Wirth to approve the Agenda, seconded by Dagg. The motion passed.
Ayes: Dagg, Inman, Lepak, Love, Pevovar, Wirth
Nays: None

CITIZEN'S COMMENTS

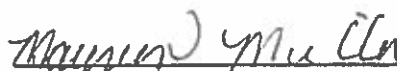
None

MOTION

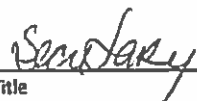
A motion was made by Wirth to adjourn, seconded by Dagg. The motion passed.
Ayes: Dagg, Inman, Lepak, Love, Pevovar, Wirth
Nays: None

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,



Signature



Title

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
March 18, 2019

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, March 18, 2019 in the library.

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

Members present:

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

Members absent: Maureen Miller

Also present: Garrett Hungerford, Director
Carol Deckert, Head of Adult Services
Martin Smith – Automation Manager
Colleen Kuehnel – MERS

MOTION

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

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

Nays: None

MOTION

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

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

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on February 18, 2019 seconded by Lepak. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

MERS/Mercer Marketplace 365

Colleen Kuehnel from MERS provided a presentation about retiree healthcare options.

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 an update on the strategic plan with community partnerships and Youth One card. Weeding continues. Fine free policy will begin on 4/1. Work on the café continues. Tom has made great strides with demolition. Security camera grant was received. Staff in-service is on Friday 3/22. The Youth area has been very busy with many class visits. Circulation statistics were up a bit this past month, mostly brought up by digital collections. Borrower registration is also up mainly due to the issuance of the Youth One card. We will begin tracking individual statistics on purchased databases.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

FY 2019-2020 Budget:

MOTION

A motion was made by Wirth to approve the FY 2019-2020 budget as presented with operating millage rate #1 at .9233mills, operating millage rate #2 at 1.4 mills, and debt millage rate at .5 mills, seconded by Love. The motion passed.

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

Nays: None

FY 2018-2019 Budget Amendments:

MOTION

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

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

Nays: None

Endowment Grant Distribution:

MOTION

A motion was made by Dagg to approve the distribution of \$987.00 from the Frances Carpenter Endowment Fund for FY 2019-2020, seconded by Pevovar. The motion passed.

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

Nays: None

Landscaping Contract Award:

MOTION

A motion was made by Wirth to award the landscaping contract to Premier Property Maintenance, seconded by Love. The motion passed.

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

Nays: None

Road Sign Contract Award:

MOTION

A motion was made by Pevovar to award the road sign contract to Curb Appeal Concepts not to exceed \$41,000, seconded by Wirth. The motion passed.

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

Nays: None

Space Planning Contract Award:

MOTION

A motion was made by Pevovar to award the space planning contract to Kimberly Bolan and Associates, seconded by Lepak. The motion passed.

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

Nays: None

Website Redesign Contract Award:

MOTION

A motion was made by Dagg to approve Sterling Technologies to redesign our website in an amount not to exceed \$20,000, seconded by Lepak. The motion passed.

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

Nays: None

Vending Machine Contract Award:

MOTION

A motion was made by Love to award the vending machine contract to Corporate Dining Concepts, seconded by Dagg. The motion passed.

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

Nays: None

Library Design Contract Award

MOTION

A motion was made by Wirth to approve an amount not to exceed \$45,000 to Library Design to complete the café renovation and carpet replacement for Adult computers, seconded by Love. The motion passed.

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

Nays: None

Laptop Replacement:

MOTION

A motion was made by Wirth to approve the purchase of 15 laptops not to exceed \$13,000, seconded by Pevovar. The motion passed.

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

Nays: None

Certificate of Deposit Renewal Recommendation:

MOTION

A motion was made by Dagg to move \$500,000 to UBS and to endorse the Certification and Agreement of Government Related Entity, seconded by Pevovar. The motion passed.

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

Nays: None

Cell Phone Policy and Update to Staff Benefits:

MOTION

A motion was made by Wirth to approve the Cell Phone Policy and update to Full-Time Employee Benefits, seconded by Love. The motion passed.

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

Nays: None

MOTION

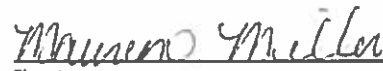
A motion was made by Lepak to adjourn, seconded by Love. The motion passed.

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

Nays: None

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,



Signature



Title

Recorded by Michael Gazzarri

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

April 15, 2019

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, April 15, 2019 in the library.

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

Members present:

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

Members absent: Lonita 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 Lepak. The motion passed.

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

Nays: None

MOTION

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

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

Nays: None

MOTION

A motion was made by Wirth to approve the Minutes of the regular meeting on March 18, 2019 seconded by Lepak. The motion passed.

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

We have now been fine free for two weeks. There have been many positive comments on social media. Garden City and Taylor are now following suit. We had a productive in-service. Our guest speakers spoke about dealing with mental health and the public. We have hired three substitute Librarians. One of our Library Aides, Steve, is leaving after four years. Through attrition, we now have the hours to advertise for the Marketing and Programming Coordinator. We will begin to redesign our website at the end of April. The café continues to go through its transformation. All of the plumbing changes have now been completed. The flooring and furniture order will be going out soon. Our newsletter will be reaching residents this week. I was contacted by the Observer because of going fine free.

COMMITTEE REPORTS

None

OLD BUSINESS

Space Planning Contract Award:

MOTION

A motion was made by Dagg to terminate the space planning contract with Kimberly Bolan & Associates, seconded by Pevovar. The motion passed.

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

Nays: None

MOTION

A motion was made by Dagg to approve the space planning contract to Ratio in an amount not to exceed \$20,000, seconded by Dagg. The motion passed.

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

Nays: None

NEW BUSINESS

FOIA Procedures and Guidelines:

MOTION

A motion was made by Wirth to approve the resolution to approve updated FOIA procedures and guidelines, seconded by Miller. The motion passed.

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

Nays: None

Mercer Marketplace 365 Medicare Retiree Exchange:

MOTION

A motion was made by Miller to approve the Mercer Marketplace 365 Medicare retiree exchange as presented, seconded by Lepak. The motion passed.

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

Nays: None

Elevator Key Switch Proposal:

MOTION

A motion was made by Wirth to approve the proposal to Otis for an elevator key switch as presented, seconded by Dagg. The motion passed.

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

Nays: None

MOTION

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

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

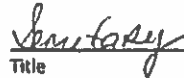
Nays: None

The meeting was adjourned at 5:28 p.m.

Respectfully submitted,



Signature



Title

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
May 20, 2019

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, May 20, 2019 in the library.

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

Members present:

Jann Dagg
Fred Inman
Betsy Lepak
Maureen Miller
David Wirth

Members absent: Lonita Love, Sue Pevovar

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

MOTION

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

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

MOTION

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

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on April 15, 2019 seconded by Miller. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, 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 is on schedule to open for the Summer Lunch Program. Brooke, Jessica D and I met to discuss the website redesign. Looking to roll out the new website in mid-July. We held our first meeting with Ratio to discuss plans for the unfinished area. The new LED road signs will be installed the first week of June. Reviewing the applications for the marketing position with the assistance of Carol and Suzy. The technology assistant position is being paid for by the hours made available through a vacancy at the Adult Reference Desk. The mockup of the billboard for the Summer Reading Program was presented to the board. Hungerford outlined his plan for his paternity leave this fall. The library will be participating in the Memorial Day parade once again on Sunday, June 2nd.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

MERS Healthcare Savings Program:

MOTION

A motion was made by Miller to adopt the MERS Healthcare Savings Program Uniform Resolution, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

MOTION

A motion was made by Dagg to Appoint Director, Head of Adult Services and Treasurer to be authorized signatories for MERS Contracts and Service Credit Approval Purchases, seconded by Miller. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

Library Closures 2020:

MOTION

A motion was made by Wirth to approve the 2020 library closures as presented, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

Policy 701.0: Finance Policy:

MOTION

A motion was made by Wirth to approve the update to Finance Policy 701.0 as presented, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

MOTION

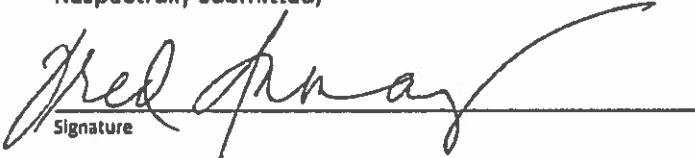
A motion was made by Dagg to adjourn, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Wirth

Nays: None

The meeting was adjourned at 5:09 p.m.

Respectfully submitted,


Signature

Recorded by Michael Gazzarri


Title

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
June 17, 2019

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, June 17, 2019 in the library.

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

Members present:

Jann Dagg
Fred Inman
Sue Pevovar
David Wirth

Members absent: Betsy Lepak, 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 Dagg. The motion passed.

Ayes: Dagg, Inman, Pevovar, Wirth

Nays: None

MOTION

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

Ayes: Dagg, Inman, Pevovar, Wirth

Nays: None

MOTION

A motion was made by Wirth to approve the Minutes of the regular meeting on May 20, 2019 seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Pevovar, 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 library will be participating in the Back to School bash with the Jaycees. We are still searching for a candidate for the marketing position. Continuing to do some weeding throughout the library. We have hired a Technology Assistant. The Café has officially been reopened with minimal furniture. Two of the three vending machines will be installed this week. The coffee machine will be following in July. Discussed the progress of the redesigned website. We are aiming for an August launch. Audit will begin tomorrow.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

Form L-4029 Tax Request Rate:

MOTION

A motion was made by Wirth to approve form L-4029 with the following millage rates: Operating .9148, Debt .44 and Supplemental Operating 1.3872, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Pevovar, Wirth

Nays: None

Certificate of Deposit Renewal Recommendation

MOTION

A motion was made by Wirth to invest \$230,000 in a 12 mo. CD at 2.25% with UBS, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Pevovar, Wirth

Nays: None

MOTION

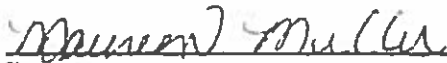
A motion was made by Wirth to adjourn, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Pevovar, Wirth


Nays: None

The meeting was adjourned at 5:02 p.m.

Respectfully submitted,



Signature



Title