

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
September 20, 2021

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, September 20, 2021 in the Meeting Room.

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
Betsy McRae
Sue Pevovar
Felicia Thomas
David Wirth

Members absent: None

Also present: Garrett Hungerford, Director
Michael Gazzarari, Business and Facilities Manager
Yaakov Black, Plante & Moran via Zoom

MOTION

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

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

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on June 21, 2021, seconded by Wirth. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

FY 20-21 AUDIT PRESENTATION

Yaakov Black of Plante & Moran presented the FY 20-21 annual audit to the library board remotely via Zoom

MOTION

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

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

Nays: None

FINANCIAL REPORT

David Wirth submitted the Financial Report to the Board.

BUDGET TO ACTUAL REPORT

Garrett Hungerford presented the Budget-to-Actual report to the Board.

DIRECTOR'S REPORT

The annual audit took place the week of June 28th. We are in the process of updating the door access control for the staff entrance and front public entrance. Construction start date was moved to Monday, September 27th. The construction will begin on the patio while we wait for final approval of the permit for the exterior drive-thru work. Interior work for the drive-thru will commence at the same time as the patio. We anticipate the exterior drive-thru construction to begin within the first two weeks of October. Public computers were replaced this year as part of our scheduled equipment replacement plan. Librarians continue to weed our collection to bring it to the level suggested by Kimberly Bolan and Associates. The lobby and café has once again began to open 30 minutes prior to the library opening. Stats are increasing year over year. The stats are still compared to last year's state-wide shut down. Staff reports from the summer show several highlights. Both the Adult and Children's departments are now using EDI to order items. This allows titles on order to be placed into the catalog for patrons to place holds. Online library card registration has been a success. This was done during the shut down, but will continue. Martin was able to keep our self-checks alive with some updating. We are doing well with our new accounting software and have implemented increased internal controls based on recommendations from Plante & Moran. Incident reports are now digital for easier access by everyone.

COMMITTEE REPORTS

BUDGET COMMITTEE

OLD BUSINESS

NEW BUSINESS

APPOINTMENT OF COMMITTEES

Committee appointments stayed the same. No action necessary.

FRIENDS GROUP DISCUSSION

Jann Dagg, also an active member of the Friends, gave an update about the reopening of the Friend's Shop and future plans.

MOTION

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

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

Nays: None

The meeting was adjourned at 5:26 p.m.