

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

February 13, 2023

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, February 13, 2023 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
Edward Horeczy
Fred Inman
Betsy Lepak
Betsy McRae
Sue Pevovar
Felicia Thomas

Members absent:

Also present: Garrett Hungerford, Director
Michael Gazzarari, Business and Facilities Manager
Teneia Combs, Circulation Supervisor

MOTION

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

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

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on November 21, 2022, seconded by Thomas. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

MOTION

A motion was made by McRae to approve the warrant requests as presented in the board packet, seconded by Lepak. The motion passed.

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

Nays: None

FINANCIAL REPORT

Garrett Hungerford 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

Hungerford provided a summary review of 2022. During the year we held a ribbon cutting ceremony to dedicate the

outdoor patio. We had a long-time Department Head, Carol Deckert, retire. Library Board Treasurer, David Wirth, retired. The library's roof was replaced after 18 years. A compensation study with ElementOne was conducted to review staff wages. Installed two new self-check machines which are far more capable and user friendly than the outgoing units. We will add additional units once the library renovation is completed. A review of statistics from November – January was given.

COMMITTEE REPORTS

Budget Committee

Dagg gave a review of the budget committee meeting from Monday, February 6, 2023

Director Review Committee

Inman provided an overview of the Director's annual performance evaluation.

OLD BUSINESS

NEW BUSINESS

BOARD MEETING SCHEDULE 2023

A motion was made by Dagg to approve the 2023 board meeting schedule as presented in the board packet, seconded by Thomas. The motion passed.

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

Nays: None

ELECTION OF TREASURER

A motion was made by Lepak to appoint Betsy McRae as Treasurer, seconded by Pevovar. The motion passed.

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

Nays: None

STATE OF MICHIGAN PUBLIC ACT 152 OF 2011

A motion was made by McRae to approve to opt-out of the State of Michigan Public Act 152 of 2011, seconded by Dagg. The motion passed.

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

Nays: None

RETIREE HEALTH CARE STIPENDS ADJUSTMENT

A motion was made by McRae to adjust the retiree health care stipends to \$612.00 per month per person for retirees under 65. The stipend for retirees 65 and above was left unchanged, supported by Thomas. The motion passed.

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

Nays: None

DRAFT BUDGET FY 2023-2024

No action necessary.

SCHEDULING OF A PUBLIC HEARING REGARDING FY 2023-2024 BUDGET

A motion was made by Dagg to schedule a public hearing for the FY 2023-2024 budget on Monday, March 20, 2023 at 4:30 preceding the regular meeting, supported by Lepak. The motion passed.

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

Nays: None

WAGE STUDY & SALARY RECOMMENDATIONS

A motion was made by McRae to approve the wage study and salary recommendations presented in the packet, supported by Pevovar. The motion passed.

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

Nays: None

APPROVAL OF UPDATES TO EMPLOYEE HANDBOOK AND BENEFITS

A motion was made by Dagg to approve the updates to the employee handbook and benefits as presented in the packet with PTO overage and final longevity payment to be paid out with the payroll ending Sunday, February 19, 2023 supported by Thomas. The motion passed.

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

Nays: None

APPROVAL OF UPDATES TO POLICY 308: INTERNET USE POLICY & 312: HOURS OF SERVICE

A motion was made by McRae to approve the update to Policy 308: Internet use policy, supported by Thomas. The motion passed.

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

Nays: None

A motion was made by Pevovar to approve the update to Policy 312: Hours of service, supported by Dagg. The motion passed.

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

Nays: None

ADJOURNMENT

MOTION

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

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

Nays: None

The meeting was adjourned at 6:03 p.m.

Recorded by Michael Gazzarari