

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

September 19, 2022

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, September 19, 2022 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

Members absent: Felicia Thomas, David Wirth

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

MOTION

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

Ayes: Dagg, Inman, Lepak, McRae, Pevovar

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on June 27, 2022, seconded by McRae. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar

Nays: None

CITIZEN'S COMMENTS

None

FY 2021-2022 AUDIT PRESENTATION

William Brickey from Plante & Moran presented the board with the opinion from the completed annual financial audit.

MOTION

A motion was made by Lepak to accept the 2021-2022 fiscal year audit, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar

Nays: None

MOTION

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

Ayes: Dagg, Inman, Lepak, McRae, Pevovar

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

The August 2nd millage passed 68% - 32%. The library funding is secured for the next 20 years and the construction project will move forward. There is a meeting scheduled for October to go over preliminary pricing based on the schematic designs. A compensation study was held on September 15th with the Director and department heads. The patio is now complete with the addition of the astro turf. Minimum wage is expected to increase to \$12/hour.

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

ELECTION OF OFFICERS

A motion was made by McRae to continue with the current appointments for a two year term, seconded by Pevovar.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar

Nays: None

APPOINTMENT OF STANDING COMMITTEES

No action necessary

BOARD MEETING SCHEDULE 2022

No action necessary

CLOSURE OF BOND FUND

A motion was made by McRae to close the Bond Fund. All remaining funds shall be transferred to operating (Comerica Checking account). Funds to be assigned to Library Construction Fund Balance, seconded by Dagg.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar

Nays: None

ADJOURNMENT

MOTION

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

Ayes: Dagg, Inman, Lepak, McRae, Pevovar

Nays: None

The meeting was adjourned at 5:29 p.m.

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

October 17, 2022

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, October 17, 2022 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 McRae
Sue Pevovar
David Wirth

Members absent: Betsy Lepak, Felicia Thomas

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, McRae, Pevovar, Wirth

Nays: None

MOTION

A motion was made by Pevovar to approve the Minutes of the regular meeting on September 19, 2022 as corrected and presented at the meeting, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, McRae, Pevovar, Wirth

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 Wirth. The motion passed.

Ayes: Dagg, Inman, McRae, Pevovar, 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

Met with McCarthy & Smith to review construction estimates. Snow removal higher than expected. We had ended a three year contract last season and had a price locked in. We have begun replacing self check machines. Two of the

four planned will be replaced by December. The replacement of the third and the addition of the fourth will happen after construction is completed. We have made the final payment for the patio/drive through construction costs. I am continuing to work with ElementOne on the wage compensation study. The findings of the study will drive the budget meeting in February. By the end of the calendar year we should have our collection sized correctly as a result of a multi-year weeding project. Statistics are holding steady. The addition of fax statistics have been added as a result of our new service.

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

REVIEW OF PHASE II SCHEMATIC DESIGN

No action necessary

REVIEW OF PHASE II SCHEMATIC DESIGN ESTIMATE PACKAGE

No action necessary

REVIEW OF PHASE II BOND SCHEDULE

No action necessary

ADJOURNMENT

MOTION

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

Ayes: Dagg, Inman, McRae, Pevovar, Wirth

Nays: None

The meeting was adjourned at 5:37 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

November 21, 2022

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, November 21, 2022 in the Meeting Room.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:27 p.m.

Members present:

Jann Dagg
Fred Inman
Betsy Lepak
Betsy McRae
Sue Pevovar
Felicia Thomas
David Wirth

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: 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 October 17, 2022, seconded by McRae. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

MOTION

A motion was made by Wirth to approve the warrant requests as presented in the board packet, seconded by Pevovar. 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

Provided an updated construction timeline to the Board. Hungerford acknowledged the receipt of David Wirth's resignation from the Library Board effective at the conclusion of the December 20, 2022 meeting. The Township is

currently in the process of locating someone for the new appointment to fulfill the remainder of the current term until June 2023. Continuing to work with Element One Consulting for the compensation study. The Library is, on average, at 80% of recommended wages. We are currently 58% through the fiscal year. Budgeted totals are in line. We received a significantly higher reimbursement for PPT over the budgeted amount. We will begin receiving our new reduced PPT reimbursement in 2023.

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

BUDGET AMENDMENTS

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

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

Nays: None

ADJOURNMENT

MOTION

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

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

Nays: None

The meeting was adjourned at 4:44 p.m.

Recorded by Michael Gazzarari

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

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

March 20, 2023

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, March 20, 2023 in the Meeting Room.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:28 p.m.

Members present:

Jann Dagg
Edward Horeczy
Fred Inman
Betsy McRae
Sue Pevovar
Felicia Thomas

Members absent: Betsy Lepak

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

MOTION

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

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

Nays: None

MOTION

A motion was made by McRae to approve the Minutes of the regular meeting on February 13, 2023, seconded by Thomas. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

MOTION

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

Ayes: Dagg, Horeczy, Inman, 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 presented the new library t-shirt for 2023. A Friends' appreciation day will be held on Thursday, April 20, 2023. The story time circle will be dedicated to the Friends at that time. With the upheaval in the banking industry,

bond rates are looking favorable for the library to issue a bond in early summer for the construction project. The library is investigating options for a building generator to support critical systems (i.e. boiler, emergency lighting, IT components and the AMH to continue to handle returns). There was an updated pre-construction meeting before the library board meeting. The Library Board was thanked for expediting staff raises. A review of statistics from February was given showing circulation continuing to grow.

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

FY 2023-2024 BUDGET

A motion was made by McRae to approve the FY 2023-2024 budget with millage rate #1 of .8755 and millage rate #2 of 2.000, with any adjustments to be made based on Headlee reduction fraction, seconded by Dagg. The motion passed.

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

Nays: None

FY 2022-2023 BUDGET AMENDMENTS

A motion was made by Dagg to approve FY 2022-2023 budget amendments as presented in the board packet, seconded by Thomas. The motion passed.

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

Nays: None

EMPLOYEE HANDBOOK UPDATES

A motion was made by Pevovar to approve the Employee Handbook updates as presented in the board packet, seconded by Horeczy. The motion passed.

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

Nays: None

ADJOURNMENT

MOTION

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

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

Nays: None

The meeting was adjourned at 4:50 p.m.

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

April 17, 2023

APPROVED

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

Members absent: Felicia Thomas

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

MOTION

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

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

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on March 20, 2023, seconded by McRae. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

MOTION

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

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

Nays: None

FINANCIAL REPORT

Betsy McRae 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 reported that prior to the meeting he attended a page-turn with McCarthy Smith and Merritt Cieslak to review updated construction drawings. Documents will be issued on May 12th. for bidders to review. Construction

award recommendations on June 16th. The library currently has three vacancies (Maintenance Assistant, Substitute Librarian, Technology Assistant). Item statistics are back to pre-pandemic levels. In-person visits are still below pre-pandemic levels, but the drive through has contributed to some of the door count shortage. We are not renewing Freegal and Creativebug online databases. We are reinstating NYT online access. In coordination with the library, the Jaycees hosted an egg hunt on Saturday, April 8th which was well attended.

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

PFM PROPOSAL / ENGAGEMENT LETTER

A motion was made by Dagg to approve the proposal by PFM as presented, seconded by Pevovar. The motion passed.

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

Nays: None

MILLER CANFIELD PROPOSAL / ENGAGEMENT LETTER

A motion was made by McRae to approve the proposal by Miller Canfield to provide legal services as pertaining to the issuance of the bond, seconded by Lepak. The motion passed.

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

Nays: None

REVISED BOARD MEETING DATE FOR JUNE 2023

A motion was made by McRae to approve the revised June meeting date to Monday, June 26th., seconded by Horeczy. The motion passed.

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

Nays: None

ADJOURNMENT

MOTION

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

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

Nays: None

The meeting was adjourned at 4:49 p.m.

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

June 26, 2023

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, June 26, 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 (arrived @ 4:42)
Fred Inman
Betsy Lepak
Betsy McRae

Members absent: Felicia Thomas, Sue Pevovar

Also present: Garrett Hungerford, Director
Michael Gazzarari, Business and Facilities Manager
Aaron Philips, McCarthy & Smith
Kyle Pietila, McCarthy & Smith
Steve Schneemann, MCD Design
Thomas Colis, Miller Canfield

AGENDA

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

Ayes: Dagg, Inman, Lepak, McRae

Nays: None

MINUTES

A motion was made by Dagg to approve the Minutes of the regular meeting on April 17, 2023, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae

Nays: None

CITIZEN'S COMMENTS

None

WARRANTS

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

Ayes: Dagg, Inman, Lepak, McRae

Nays: None

FINANCIAL REPORT

Betsy McRae 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

Today the signature project from our 2019-2023 strategic plan takes the final step. Today you will approve the construction bids and the issuance of a bond to fund our project. We currently have a part-time Children's librarian position due to the departure of Nicole Munson for a full-time position at Walled Lake Library. Thank you to Jann Dagg and Edward Horeczy for accepting another 4 year term to the library board.

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

INTERIOR RENOVATIONS BID PACKAGE CONTRACT AWARD

A motion was made by McRae to approve the interior renovations bid package contract award as presented, seconded by Dagg. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae

Nays: None

RESOLUTION AUTHORIZING 2023 LIBRARY BUILDING AND SITE BONDS

A motion was made by McRae to approve the resolution authorizing 2023 library building and site bonds, seconded by Dagg. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae

Nays: None

FORM L-4029 TAX REQUEST RATE

A motion was made by McRae to approve the Form L-4029 tax request rate of two operating mills of .8755 and 2.0000, seconded by Dagg. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae

Nays: None

UBS CORPORATE RESOLUTION

A motion was made by Dagg to approve the UBS corporate resolution, seconded by Horeczy. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae

Nays: None

LIBRARY CLOSURES 2024

A motion was made by Dagg to approve the library closures for 2024, seconded by Lepak. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae

Nays: None

ADJOURNMENT

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

Ayes: Dagg, Horeczy, Inman, Lepak, McRae

Nays: None

The meeting was adjourned at 5:15 p.m.