

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

September 16, 2024

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, September 16, 2024 in the Board Room.

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

Members present:

Jann Dagg
Ed Horeczy
Fred Inman
Felicia Thomas

Members absent: Betsy Lepak, Betsy McRae, Sue Pevovar

Also present: Garrett Hungerford, Director
Michael Gazzarari, Business and Facilities Manager
Darlene Goman
Steven Schneemann
Dianne Schurg
Alissa Flury

AGENDA

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

Ayes: Dagg, Inman, Horeczy, Thomas

Nays: None

MINUTES

A motion was made by Dagg to approve the Minutes of the regular meeting on June 17, 2024, seconded by Thomas. The motion passed.

Ayes: Dagg, Inman, Horeczy, Thomas

Nays: None

CITIZEN'S COMMENTS

Darlene Goman

ARCHITECT PRESENTATION

Steven Schneemann, MCD Architects, Dianne Schurg, MCD Architects presented an award to Hungerford for his work on the construction project.

FY 2023-2024 AUDIT PRESENTATION: PLANTE & MORAN

Alissa Flury presented the FY 2023-2024 audit report to the Board.

WARRANTS

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

Ayes: Dagg, Inman, Horeczy, Thomas

Nays: None

FINANCIAL REPORT

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 construction is complete and the library is fully operational. We had over 1,700 visitors to the library on the day of the Grand Celebration. Response to the new space has been overwhelmingly positive. We have received incredible social media exposure by *Little Guide Detroit*.

The library will be closed on Friday, September 27th for our annual staff in-service day. Staff will participate in True Colors training which is designed to enhance communication and strengthen relationships among team members. We are also once again collaborating with Element One to update wage ranges, job descriptions, and performance reviews for the coming year.

As of August 31st, 58% of the fiscal year remains. An issue with penal fines from Wayne County were found to be incorrect in previous years. The 2024 payment has been delayed because of this. Payment is expected within the next 2-4 weeks. This has resulted in some libraries being over or underpaid. I will provide further updates once corrected information is received.

We recently issued our annual Impact Report for the previous fiscal year. The report highlights key accomplishments and showcases how RTDL's initiatives have contributed to greater community engagement and growth.

COMMITTEE REPORTS

OLD BUSINESS

NEW BUSINESS

ELECTION OF OFFICERS

A motion was made by Thomas to reappoint board members to currently held positions, seconded by Horeczy. The motion passed.

Ayes: Dagg, Inman, Horeczy, Thomas

Nays: None

APPOINTMENT OF STANDING COMMITTEES

No action necessary

BOARD MEETING SCHEDULE FOR 2025

A motion was made by Dagg to accept the board meeting schedule for 2025 as presented, seconded by Thomas. The motion passed.

Ayes: Dagg, Inman, Horeczy, Thomas

Nays: None

POLICY UPDATES

A motion was made by Dagg to accept the revised Meeting Room Use Policy 304.0 as presented, seconded by Thomas. The motion passed.

Ayes: Dagg, Inman, Horeczy, Thomas

Nays: None

RETIREE HEALTHCARE STIPENDS ADJUSTMENT

A motion was made by Thomas to approve the revised retiree healthcare stipends for employees 65+ as presented, seconded by Horeczy. The motion passed.

Ayes: Dagg, Inman, Horeczy, Thomas

Nays: None

ADJOURNMENT

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

Ayes: Dagg, Inman, Horeczy, Thomas

Nays: None

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

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

October 21, 2024

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, October 21, 2024 in the Board Room.

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

Members present:

Jann Dagg
Ed Horeczy
Fred Inman
Betsy Lepak
Betsy McRae
Felicia Thomas

Members absent: Sue Pevovar

Also present: Garrett Hungerford, Director
Michael Gazzarari, Business and Facilities Manager
Kathleen Gomula, Customer Service Specialist II

AGENDA

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

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

Nays: None

MINUTES

A motion was made by Dagg to approve the Minutes of the regular meeting on September 16, 2024, seconded by Horeczy. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

WARRANTS

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

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

Nays: None

FINANCIAL REPORT

Hungerford submitted the Financial Report to the Board.

BUDGET TO ACTUAL REPORT

Betsy McRae presented the Budget-to-Actual report to the Board.

DIRECTOR'S REPORT

The library is experiencing a significant increase in patron visits. Circulation rising by 29% and visits rising by 57%.

The Library was closed on Friday, September 27th for a staff in-service day. New training videos focused on safety and de-escalation tactics were introduced, which will remain a training priority for 2025.

We are currently interviewing for a new Customer Service Specialist.

I attended the MLA annual conference from October 16-18 and look forward to discussing key sessions with staff.

We are still awaiting final figures from the Library of Michigan and Wayne County concerning penal fines that were previously miscalculated. It appears we have been underpaid and can expect funds owed to us. We are expecting \$245,477.93 in PPT funds which aligns well with our budgeted number of \$240,000.

Inflation data released on October 10 estimates that the increase in property tax revenue for the next fiscal year is projected at 3.1%.

On October 1st, the Michigan Department of Labor and Economic Opportunity announced the minimum wage schedule for 2025-2028. Thanks to the most recent salary adjustment we are well-prepared for this adjustment. An updated recommendation from ElementOne will be ready prior to the upcoming adjustments.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

POLICY UPDATES

A motion was made by Dagg to accept the revised Meeting Room Use Policy 304.0 as presented, seconded by Thomas. The motion passed.

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

Nays: None

ADJOURNMENT

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

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

Nays: None

The meeting was adjourned at 5:03 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

November 18, 2024

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, November 18, 2024 in the Board Room.

The meeting was called to order by Fred Inman, President, at 4:29 p.m.

Members present:

Jann Dagg
Ed Horeczy
Fred Inman
Betsy McRae
Felicia Thomas

Members absent: Betsy Lepak, Sue Pevovar

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

AGENDA

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

Ayes: Dagg, Inman, McRae, Horeczy, Thomas

Nays: None

MINUTES

A motion was made by McRae to approve the Minutes of the regular meeting on October 21, 2024, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, McRae, Horeczy, Thomas

Nays: None

CITIZEN'S COMMENTS

None

WARRANTS

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, Inman, McRae, Horeczy, Thomas

Nays: None

FINANCIAL REPORT

Hungerford submitted the Financial Report to the Board.

BUDGET TO ACTUAL REPORT

Betsy McRae presented the Budget-to-Actual report to the Board.

DIRECTOR'S REPORT

Library usage continues to grow steadily, with sustained increases across all areas. A particularly notable achievement is the 20%+ rise in new borrowers compared to the same period last year.

Currently the Youth area is a screen-free environment. A survey is being developed to gather community input and guide future decisions about technology in the space.

The library has experienced an increase of teens after school, leading to occasional disruptions to other patrons. We are exploring ways to create a welcoming environment while accommodating the growing number of teens. A recent visit to Novi who experiences a large influx of teens after school provided us with some possible solutions for our library.

Continuing to work with ElementOne, department heads are refining job descriptions across all staffing levels. We expect this project to be completed by April 2025

Preparations for the next strategic plan, scheduled for 2025 are underway.

Annual reviews are being conducted throughout November and will guide wage increase recommendations for the upcoming fiscal year. We recently bid farewell to Derwin after 11 years on our security team. Larry will be increasing his hours to provide continued coverage.

Approximately 41% of the fiscal year remains. Budget amendments will be provided at the beginning of 2025. On November 18th the TLN Director will meet with the Library of Michigan to discuss the settlement proposal regarding penal fine discrepancies. Libraries who were underpaid, including ours, are expected to receive payments.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

MERS PENSION PAYMENT

A motion was made by McRae to make an additional payment of \$220,000 to MERS to fully fund the employee retirement plan, seconded by Thomas. The motion passed.

Ayes: Dagg, Inman, McRae, Horeczy, Thomas

Nays: None

STATE OF MICHIGAN PUBLIC ACT 152 OF 2011

A motion was made by Dagg to continue to opt out of the 20% employee contribution requirement, seconded by McRae. The motion passed.

Ayes: Dagg, Inman, McRae, Horeczy, Thomas

Nays: None

ANNUAL DIRECTOR REVIEW

No action necessary

ADJOURNMENT

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

Ayes: Dagg, Inman, McRae, Horeczy, Thomas

Nays: None

The meeting was adjourned at 4:58 p.m.

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, January 13, 2025 in the Board Room.

The meeting was called to order by Fred Inman, President, at 4:33 p.m.

Members present:

Jann Dagg
Fred Inman
Betsy McRae
Sue Pevovar

Members absent: Ed Horeczy, Betsy Lepak, Felicia Thomas

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

AGENDA

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

Ayes: Dagg, Inman, McRae, Pevovar

Nays: None

MINUTES

A motion was made by McRae to approve the Minutes of the regular meeting on November 18, 2024, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, McRae, Pevovar

Nays: None

CITIZEN'S COMMENTS

None

WARRANTS

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

Ayes: Dagg, Inman, McRae, Pevovar

Nays: None

FINANCIAL REPORT

Hungerford submitted the Financial Report to the Board.

BUDGET TO ACTUAL REPORT

Betsy McRae presented the Budget-to-Actual report to the Board.

DIRECTOR'S REPORT

Hungerford reviewed highlights of the previous year. Key achievements included the completion of the building renovation and the public's overwhelmingly positive response. The library is currently working on several projects involving Youth and Teens. Department Heads are working with ElementOne to develop job descriptions. Preparations

are underway for our Strategic Plan 2030. In an effort to streamline operations the Adult and Youth Departments have merged to form a single Information Services Department, led by Brooke.

With 25% of the fiscal year remaining, budget amendments are included in the board packet to reflect necessary adjustments for the remainder of the year. If needed, further budget amendments will be presented at the March meeting.

An additional tax revenue payment of \$1,472,813.73 was received on January 10th. We anticipate receiving the remaining revenue by the end of March.

The library is owed an additional \$97,541.59 by Wayne County after the penal fine audit was completed.

HB 5058 passed at the end of the year removing the need for the Board to opt out of the 20% employee contribution requirement.

The Budget Committee will meet on Monday, February 3rd at 4:30 to review the draft budget for the upcoming fiscal year to be presented at the February 10th Board meeting.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

BUDGET AMENDMENTS

A motion was made by McRae to approve the annual budget amendments for the current fiscal year, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, McRae, Pevovar

Nays: None

SCHEDULING OF A PUBLIC HEARING REGARDING FY 2025-2026 BUDGET

No action necessary

WAYNE COUNTY PENAL FINE MISCALCULATIONS AND SETTLEMENT PROPOSAL

No action necessary

ADJOURNMENT

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

Ayes: Dagg, Inman, McRae, Pevovar

Nays: None

The meeting was adjourned at 5:34 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

The regular meeting of the Redford Township District Library Board of Trustees was held on
Monday, February 10, 2025, in the Board Room.

APPROVED

CALL TO ORDER

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

ROLL CALL

Members Present:

Jann Dagg
Ed Horeczy (arrived at 4:34 p.m.)
Fred Inman
Betsy McRae (departed at 5:16 p.m.)
Sue Pevovar
Felicia Thomas

Members Absent:

Betsy Lepak

Also Present:

Garrett Hungerford, Director

AGENDA

Motion made by Dagg to approve the agenda, seconded by Pevovar.

Ayes: All

Nays: None

MINUTES

Motion made by McRae to approve minutes of the regular meeting on January 13, 2025, seconded by Thomas.

Ayes: All

Nays: None

CITIZEN COMMENTS

Two individuals attended to learn more about the library. They shared that Redford Township District Library has become their primary library and is their preferred location.

WARRANTS

Motion made by Dagg to approve warrant requests as presented, seconded by Thomas.

Ayes: All

Nays: None

BUDGET-TO-ACTUAL REPORT

Betsy McRae presented the Budget-to-Actual Report to the Board.

FINANCIAL REPORT

Director Hungerford submitted the Financial Report to the Board.

DIRECTOR'S REPORT

Operations & Programming:

- The library is adjusting well to the updated space, with steady circulation growth and increased programming.

Staffing:

- Hiring is in progress for a Tech Assistant and a part-time Adult Librarian.

Finances:

- Finalizing purchases with 17% of the fiscal year remaining.
- Anticipating a \$100,000 increase in the building budget due to additional expenses.
- Projected year-end fund balance: \$4.45 million.

Legal & Legislative Updates:

- Libraries owed penal fines in Wayne County are exploring legal representation options.
- HB 5058 has passed both chambers and awaits the governor's signature.

COMMITTEE REPORTS

The Budget Committee on Monday, February 3, at 4:30 p.m. to review the proposed budget for FY 2025-2026.

OLD BUSINESS

None

NEW BUSINESS

PRESENTATION OF DRAFT BUDGET FOR FY 2025-2026

No action necessary.

APPROVAL OF PAY STRUCTURE UPDATES

Pay structure updates based on recommendations from ElementOne, aligns salary ranges with the latest study. Motion made by McRae to approve updated pay structure effective February 17, seconded by Dagg.

Ayes: All

Nays: None

RETIREE HEALTHCARE

Director Hungerford presented information regarding a lump sum payout option for eligible retirees, both current and future. He will work with legal counsel to develop the appropriate framework for this initiative.

APPROVAL OF QUOTE FOR LIBRARY FURNITURE

Request for approval to purchase library furniture from Library Design, not to exceed \$305,000. This purchase will complete the library's renovations, focusing on the first floor, which was not fully updated previously. The order is expected to arrive in the next fiscal year and will not impact the current year's budget. Motion made by Dagg to approve purchase of furniture from Library Design, not to exceed \$305,000, seconded by Horeczy.

Ayes: All

Nays: None

ADJOURNMENT

Motion to adjourn at 5:25pm made by Dagg, seconded by Pevovar.

Ayes: All

Nays: None

Recorded by: Garrett Hungerford

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

The regular meeting of the Redford Township District Library Board of Trustees was held on
Monday, May 19, 2025, in the Board Room.

CALL TO ORDER

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

ROLL CALL

Members Present:

Jann Dagg
Ed Horeczy
Fred Inman
Betsy Lepak
Felicia Thomas (arrived at 4:31)
Sue Pevovar

Members Absent:

Betsy McRae

Also Present:

Garrett Hungerford, Director
Michael Gazzarari, Business and Facilities Manager

AGENDA

Motion made by Dagg to approve the agenda, seconded by Horeczy.

Ayes: All (Thomas arrival after motion)

Nays: None

MINUTES

Motion made by Pevovar to approve minutes of the regular meeting on March 17, 2025, seconded by Dagg.

Ayes: All (Thomas arrival after motion)

Nays: None

CITIZEN COMMENTS

None

WARRANTS

Motion made by Dagg to approve warrant requests as presented, seconded by Thomas.

Ayes: All

Nays: None

BUDGET-TO-ACTUAL REPORT

Director Hungerford presented the Budget-to-Actual Report to the Board.

FINANCIAL REPORT

Director Hungerford submitted the Financial Report to the Board.

DIRECTOR'S REPORT

The Redford Township District Library expanded its Seed Library, launched the Open eBooks program for Title I students, and completed major tech upgrades including Windows 11 and improved network speed. Facilities work included spring cleanup and preparations for new furnishings, along with a new digital display to promote events. Outreach efforts saw strong engagement, with a 57% newsletter open rate and a successful appreciation event for

staff and volunteers. The employee manual was revised and included in the board packet, with further policy updates planned before summer. The director will work remotely from July 14 to August 1 during his wife's recovery.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

RESOLUTION TO AUTHORIZE LIBRARY DIRECTOR TO EXECUTE AGREEMENTS RELATED TO WAYNE COUNTY PENAL FINE REIMBURSEMENT

Resolution to authorize Library Director was presented. Motion made by Dagg to approve resolution to authorize Library Director to execute agreements related to Wayne County penal fine reimbursement as presented, seconded by Lepak.

Ayes: All

Nays: None

LEGAL SERVICES ENGAGEMENT WITH NOVARA LAW GROUP PLLC

Resolution for legal services with Novara Law Group PLLC was presented. Motion made by Pevovar to approve the legal services engagement with Novara Law Group PLLC as presented, seconded by Thomas.

Ayes: All

Nays: None

EMPLOYEE HANDBOOK UPDATES

Employee handbook updates were presented. Motion made by Dagg to approve updates to the employee handbook as presented, seconded by Horeczy.

Ayes: All

Nays: None

POLICY UPDATES

Meeting Room Use, Study Room Use and Lending Policy updates were presented. Motion made by Pevovar to approve the policy updates as presented, seconded by Dagg.

Ayes: All

Nays: None

ADJOURNMENT

Motion to adjourn at 5:13 pm made by Dagg, seconded by Lepak.

Ayes: All

Nays: None

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, June 16, 2025, in the Board Room.

CALL TO ORDER

The meeting was called to order by Fred Inman, President, at 4:33 p.m.

ROLL CALL

Members Present:

Jann Dagg
Ed Horeczy
Fred Inman
Sue Pevovar
Felicia Thomas

Members Absent:

Betsy Lepak
Betsy McRae

Also Present:

Garrett Hungerford, Director

AGENDA

Motion made by Dagg to approve the agenda, seconded by Thomas.

Ayes: All

Nayes: None

MINUTES

Motion made by Pevovar to approve minutes of the regular meeting on May 19, 2025, seconded by Dagg.

Ayes: All

Nayes: None

CITIZEN COMMENTS

None

WARRANTS

Motion made by Dagg to approve warrant requests as presented, seconded by Horeczy.

Ayes: All

Nayes: None

BUDGET-TO-ACTUAL REPORT

Director Hungerford presented the Budget-to-Actual Report to the Board.

FINANCIAL REPORT

Director Hungerford submitted the Financial Report to the Board.

DIRECTOR'S REPORT

General Updates

The library is nearing the first anniversary of its renovation and preparing for its centennial year. Performance remains strong across all metrics, with appreciation expressed for staff efforts.

Services & Programs

Information Services has solid leadership and programming support, with workflows improved for multi-floor operations. Summer Reading and the children's summer lunch program are underway.

Facilities & Equipment

A new sign was installed at the front entrance, designed by Mike, highlighting the library's logo and mission.

Staffing & Recruitment

Recruitment continues for the Maintenance Assistant and Library Page positions.

Finance & Administration

A Wayne County settlement is pending Commission approval, with \$97,542 expected by August 1. Township taxable value rose 6.75%, though the Headlee Reduction decreased levy rates slightly. The annual audit is scheduled for the week of June 23.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

FORM L-4029 TAX REQUEST RATE

A motion was made by Dagg to approve Form L-4029 with operating millage rate #1 of .8457 mills and operating millage rate #2 of 1.9321 mills, seconded by Horeczy. The motion passed.

Ayes: All

Nayes: None

LIBRARY CLOSURES 2026

A motion was made by Pevovar to approve the holiday closures for 2026, seconded by Horeczy. The motion passed.

POLICY UPDATES

A motion was made by Dagg to approve the Policy 202 and 303 as presented, seconded by Thomas. The motion passed.

Ayes: All

Nayes: None

ADJOURNMENT

Motion to adjourn at 4:52 pm made by Dagg, seconded by Thomas.

Ayes: All

Nayes: None

Recorded by: Garrett Hungerford