REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, September 15, 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
Sue Pevovar

Members Absent:
Betsy McRae
Felicia Thomas

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

AGENDA

Motion made by Dagg to approve the agenda, seconded by Pevovar.
Ayes: All
Nayes: None

MINUTES

Motion made by Dagg to approve minutes of the regular meeting on June 16, 2025, seconded by Pevovar.
Ayes: All
Nayes: None

CITIZEN COMMENTS

None

FY 2024-2025 AUDIT PRESENTATION: PLANTE & MORAN

William Brickey presented the FY 2024-2025 audit results to the board.

WARRANTS

Motion made by Pevovar 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

Celebrations & Community Engagement

This summer RTDL celebrated its Centennial with over 1,200 attendees, welcomed hundreds of new cardholders, launched digital literacy programs, refreshed collections, and expanded outreach at community events.

Anniversary Milestone

The library also marked one year in the renovated building, with improved technology, new furniture, and the ability to begin year-over-year service comparisons.

Staff Development

Staff training in de-escalation, mental health response, and DEI, along with strong engagement through newsletters, program guides, and social media, reinforced RTDL's role at the heart of the community. Financial Highlights (as of August 31). Looking ahead, the October 13 Staff In-Service will address communication, collaboration, wellness, recognition, and policy consistency.

Finances

Finances remain strong with 58% of the fiscal year remaining and receipt of over $150K in penal fines. Utility costs have also stabilized, down 53% from last year.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

APPOINTMENT OF STANDING COMMITTEES:

No action necessary

BOARD MEETING SCHEDULE FOR 2026

A motion was made by Dagg to approve the board meeting schedule for 2026, seconded by Lepak. The motion passed.

RETIREE HEALTHCARE TRUST

A motion was made by Dagg to approve the implementation of a one-time lump sum payment opt-out option for eligible staff members in lieu of future retiree healthcare benefits, with an estimated aggregate cost of $857,876.33 to authorize the Library Director to implement the program in consultation with legal and financial advisors, with a requirement to report back to the Board regarding staff participation and program outcomes, seconded by Lepak. The motion passed.
Ayes: All
Nayes: None

REDFORD TOWNSHIP DDA

No action necessary

ADJOURNMENT

Motion to adjourn at 5:42 pm made by Dagg, seconded by Pevovar.

Ayes: All

Nayes: None

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, November 17, 2025, in the Boardroom.

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

Members Absent:
Betsy McRae
Sue Pevovar

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

AGENDA

Motion made by Dagg to approve the agenda, seconded by Thomas.
Ayes: All
Nayes: None

MINUTES

Motion made by Dagg to approve minutes of the regular meeting on September 15, 2025, seconded by Thomas.
Ayes: All
Nayes: None

CITIZEN COMMENTS

Patron complemented the new furniture on the first floor and asked about our Teen Advisory Board.

WARRANTS

Motion made by Lepak 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

Community Outreach & Engagement
The library greatly increased its visibility by participating in several major community events.

Operational improvements
Miscellaneous building maintenance tasks were completed and a new alarm monitoring agreement was finalized. System updates and server maintenance were completed. Planning for future technology needs was completed.

Staff Development & Service Enhancements
Youth Services launched a new Storytime website framework and secured a grant to support an upcoming literacy initiative. Staff completed sensory training and several completed Paraprofessional Library certifications.

Recognition
RTDL was the only library project nominated for an award by the Construction Association of Michigan. The library also received national visibility through a recent feature in *Library Journal*.

Staffing
The annual in-service was held on October 13. Annual reviews remain on schedule for December. Compensation data is being prepared in partnership with ElementOne.

Finances
41% of the fiscal year remains. Budget amendments and annual budget meeting planned for early 2026. Staff are working to resolve issues with RTDL's Michigan Unemployment Insurance Agency account.

COMMITTEE REPORTS
None

OLD BUSINESS
None

NEW BUSINESS

UPDATES TO POLICY 308 AND 401
A motion was made by Dagg to approve the updates to policy 308 and 401 as presented, seconded by Thomas. The motion passed.

STATE OF MICHIGAN PUBLIC ACT 152 OF 2011
A motion was made by Dagg to opt-out of Michigan Public Act of 2011, seconded by Lepak. The motion passed.
Ayes: All
Nayes: None

LONGEVITY RECOGNITION
A motion was made by Dagg to approve longevity pay to employees with 5+ years of service $500, employees with 10+ years of service $1,000 and employees with 20+ years of service $2,000, as of December 31, 2025, to be paid on December 12, 2025, seconded by Lepak. The motion passed.
Ayes: All
Nayes: None

ANNUAL DIRECTOR REVIEW
No action necessary

ADJOURNMENT
Motion to adjourn at 5:05 pm was made by Dagg, seconded by Thomas The motion passed.

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, January 12, 2026, in the Boardroom.

CALL TO ORDER

The meeting was called to order by Fred Inman, President, at 4:38 p.m.

ROLL CALL

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

Motion made by McRae to approve the agenda, seconded by Pevovar.
Ayes: All
Nayes: None

MINUTES

Motion made by Dagg to approve minutes of the regular meeting on November 17, 2025, seconded by Pevovar.
Ayes: All
Nayes: None

CITIZEN COMMENTS

None.

WARRANTS

Motion made by Dagg to approve warrant requests as presented, seconded by McRae.
Ayes: All
Nayes: None

BUDGET-TO-ACTUAL REPORT

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

FINANCIAL REPORT

Betsy McRae submitted the Financial Report to the Board.

DIRECTOR'S REPORT

Operational Effectiveness
Staff completed circulation database cleanup, multiple full shelf-reading cycles, and continued cross-training and certification efforts. These improvements strengthened accuracy, efficiency, and service consistence while supporting

reliable daily operations and readiness for 2026.

Community Engagement & Partnerships

The library maintained a strong community presence through Township events, expanded. Goodwill efforts, including "Thankful for You" bookmarks and a record-setting Redford Goodfellows gift drive, reinforced the library's role as a welcoming community resource.

Facilities, Technology & Sustainability

Facility and technology updates focused on safety, sustainability, and long-term planning, including new study table outlets, youth computer access controls, and data security enhancements. Cost-saving measures resulted in a 50% reduction in monthly waste removal expenses.

Staffing & Compensation

Annual staff evaluations were completed in December and will inform upcoming wage adjustments, with supporting data being prepared in partnership with ElementOne. The library remains fully staffed overall, with Information Services currently interviewing for Substitute Librarian positions.

Financial Overview

With approximately 25% of the fiscal year remaining, budget amendments are included in the board packet, and the annual budget meeting is scheduled for Monday, February 2. A 100% adoption rate of the retiree healthcare lump-sum payout is projected to save nearly $500,000 over 50 years. Correspondence continues with the State of Michigan Unemployment Agency to correct a clerical error at the state level.

COMMITTEE REPORTS

Director Review Committee
Inman met with Hungerford to deliver his annual review. Inman presented the review to the Board.

OLD BUSINESS

None

NEW BUSINESS

BUDGET AMENDMENTS FOR FY 2025-2026

A motion was made by McRae to approve the budget amendments for FY 2025-2026 as presented, seconded by Dagg. The motion passed.

SCHEDULING OF PUBLIC HEARING FOR FY 2026-2027 BUDGET

A motion was made by McRae to schedule the public hearing for the FY 2026-2027 budget on March 16, 2026 at 4:30pm, seconded by Dagg. The motion passed.
Ayes: All
Nayes: None

ADJOURNMENT

Motion to adjourn at 5:21 pm was made by Dagg, seconded by Pevovar. The motion passed.

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 9, 2026, in the Boardroom.

CALL TO ORDER

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

ROLL CALL

Members Present:
Jann Dagg
Fred Inman
Ed Horeczy
Betsy McRae
Sue Pevovar
Felicia Thomas

Members Absent:
Betsy Lepak

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

AGENDA

Motion made by Dagg to approve the agenda, seconded by Thomas.
Ayes: All
Nayes: None

MINUTES

Motion made by Dagg to approve minutes of the regular meeting on January 12, 2026, seconded by Thomas.
Ayes: All
Nayes: None

CITIZEN COMMENTS

A patron read a statement about her experience at the library.

WARRANTS

Motion made by McRae to approve warrant requests as presented, seconded by Pevovar.
Ayes: All
Nayes: None

BUDGET-TO-ACTUAL REPORT

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

FINANCIAL REPORT

Betsy McRae submitted the Financial Report to the Board.

DIRECTOR'S REPORT

Highlights

Began reintroducing computers in the youth space following a screen-free period during renovation. Staff planning underway for the Summer Reading Program and related activities. Additional coordination with the township in preparation for America's 250th anniversary. January administrative focus on completing the State Aid Report and annual budgeting. Circulation remained stable year-over-year; library visits increased slightly. Library renovation project was nominated for the *Outstanding Commercial Construction Project of the Year* award at the 2025 Construction Association of Michigan (CAM) Awards.

Staffing

Hired two new substitute librarians. Actively recruiting for a Technology Assistant position.

Finances

With approximately 17% of the fiscal year remaining, year-end purchases are being finalized. Waiver request approved by the Michigan Unemployment Agency, eliminating a $27,150 fee. Reporting is now fully current; quarterly payroll reports will be submitted automatically going forward. Appreciation extended to Senator Mary Cavanagh and her team for assistance with the waiver process.

COMMITTEE REPORTS

Budget Committee
Dagg, Lepak and McRae met with Hungerford on Monday, February 2, 2026 to discuss the FY 26-27 budget.

OLD BUSINESS

None

NEW BUSINESS

DRAFT BUDGET

No action necessary

PAY STRUCTURE UPDATES

A motion was made by McRae to approve the recommendation by Element One for the FY 26-27 budget year with raises to be effective on Monday, February 16, 2026, seconded by Dagg. The motion passed.
Ayes: All
Nayes: None

ADJOURNMENT

Motion to adjourn at 4:56 pm was made by Dagg, seconded by Pevovar. The motion passed.

Recorded by: Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

The public hearing of the Redford Township District Library Board of Trustees was held on Monday, March 16, 2026, 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
Betsy McRae
Sue Pevovar

Members Absent:
Felicia Thomas

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

AGENDA

Motion made by Dagg to approve the agenda, seconded by Lepak.
Ayes: All
Nays: None

CITIZEN COMMENTS

None

ADJOURNMENT

Motion to adjourn at 4:31 pm made by McRae, seconded by Pevovar.
Ayes: All
Nays: None

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, March 16, 2026, in the Boardroom.

CALL TO ORDER

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

ROLL CALL

Members Present:
Jann Dagg
Fred Inman
Ed Horeczy
Betsy Lepak
Betsy McRae
Sue Pevovar

Members Absent:
Felicia Thomas

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

AGENDA

Motion made by Dagg to approve the agenda, seconded by Lepak.
Ayes: All
Nayes: None

MINUTES

Motion made by McRae to approve minutes of the regular meeting on February 9, 2026, seconded by Horeczy.
Ayes: All
Nayes: None

CITIZEN COMMENTS

None

WARRANTS

Motion made by Dagg to approve warrant requests as presented, seconded by McRae.
Ayes: All
Nayes: None

BUDGET-TO-ACTUAL REPORT

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

FINANCIAL REPORT

McRae presented the Financial Report to the Board.

DIRECTOR'S REPORT

Highlights

The library completed a stable fiscal year establishing a strong operational baseline, with nearly 300,000 circulations and visits. This level of use provides significant community value, including millions in cost savings, demonstrating a strong return on investment.

Staffing

Jessica Doster is departing after eight years, creating an opportunity to restructure staffing. New Public Service Librarians will be hired to improve desk coverage, while her responsibilities will be reassigned internally.

Finances

Budget amendments reflect recent and upcoming township transfers, with finances on track through the end of the fiscal year.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

FY 2026-2027 BUDGET

A motion was made by Dagg to approve the FY 2026-2027 budget with millage rate #1 at 0.8457, seconded by McRae. The motion passed.
Ayes: All
Nayes: None

FY 2026-2027 BUDGET

A motion was made by McRae to approve the FY 2026-2027 budget with millage rate #2 at 1.9321, seconded by Pevovar. The motion passed.
Ayes: All
Nayes: None

ADJOURNMENT

Motion to adjourn at 4:50 pm was made by McRae, seconded by Pevovar. The motion passed.

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, May 18, 2026, in the Boardroom.

CALL TO ORDER

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

ROLL CALL

Members Present:
Jann Dagg
Fred Inman
Betsy Lepak
Betsy McRae
Sue Pevovar
Felicia Thomas

Members Absent:
Edward Horeczy

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

AGENDA

Motion made by Dagg to approve the agenda, seconded by McRae.
Ayes: All
Nayes: None

MINUTES

Motion made by Dagg to approve minutes of the public hearing and regular meeting on March 16, 2026, seconded by McRae.
Ayes: All
Nayes: None

CITIZEN COMMENTS

None

WARRANTS

Motion made by McRae to approve warrant requests as presented, seconded by Thomas.
Ayes: All
Nayes: None

BUDGET-TO-ACTUAL REPORT

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

FINANCIAL REPORT

McRae presented the Financial Report to the Board.

DIRECTOR'S REPORT

Highlights

The new fiscal year is underway, and a key priority will be the development of a new Strategic Plan with guidance from ReThinking Libraries. Community input through surveys, focus groups, and stakeholder discussions will help shape future library priorities while building on the successes of the 2019 Strategic Plan.

Staffing

Interviews are currently being conducted for both a Teen Librarian and an Adult Librarian position, with both expected to be filled by the end of June. Sydney will transition to a tween-focused role to strengthen engagement during the transition from youth to teen services, while Chelsie has moved to part-time status.

Finances

With approximately 92% of the fiscal year remaining, targeted parking lot repairs will be completed this year in place of a full resurfacing project. Additional facility improvements are being evaluated, and any unspent funds will return to the general fund to support future library needs and projects.

COMMITTEE REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

TERMINATION OF RETIREE HEALTHCARE FUNDING VEHICLE

A motion was made by McRae to approve the termination of the retiree healthcare funding vehicle and refund agreement with MERS, as presented, and authorize the Library Director to execute all necessary documents to complete the termination process and transfer the remaining assets currently valued at approximately $129,000, seconded by Dagg. The motion passed.
Ayes: All
Nayes: None

ADJOURNMENT

Motion to adjourn at 4:54 pm was made by Dagg, seconded by Thomas. The motion passed.

Recorded by: Michael Gazzarari