

The Grosse Pointe Public Library
Proposed Minutes of a Regular Meeting of the Board of Trustees
June 22, 2017

There was a planned meeting of the Grosse Pointe Public Library Board of Trustees at the Central Library, 10 Kercheval Ave., Grosse Pointe Farms, Michigan on June 22, 2017. The meeting was called to order at 7:00 P.M. by Liz Vogel, President. Present were Trustees Liz Vogel, Sandy MacMechan, Paul Rentenbach, George Lapastora and Gregory Ulrich. Robert Klacza was excused and Kim Valice arrived at 7:15. Jessica Keyser, Library Director, was present.

Approval of Agenda

George Lapastora moved to approve the agenda as amended and Greg Ulrich supported. The motion was approved by a vote of 5-0.

Approval of the May 18, 2017 Regular Board Meeting Minutes

George Lapastora made a motion to approve the May 18, 2017 Regular Board Meeting Minutes and Greg Ulrich supported. The motion was approved by a vote of 5-0.

Presentation of Digital Media Lab-John Clextan

John Clextan, Ewald Branch Coordinator, presented information on the progress of the Digital Media Lab. The 3D printer is installed and ready to be presented to the public this fall. John talked about the process and explained the proposed policies to govern the printer.

Presentation of Website Proposal-Danis Houser

Danis Houser, Central Technical Services Librarian, guided the Board through the new website design process from writing the RFP to choosing candidates for consideration. Danis explained the scoring system used to narrow the candidate pool and ultimately led to the team's final selection. Greg Ulrich asked how backup was handled and Danis responded backup is on a dedicated server. The Library owns every keystroke of code on the website.

Library Director's Report

Library Director Jessica Keyser informed the Board a Siemens project manager has been assigned to coordinate the installation of new boilers, air handling unit and condenser at Central library. Central will be closed for approximately 8 weeks beginning July 10, 2017. Asbestos removal in the boiler room and mechanical room was completed early and Central was reopened 2 days earlier than expected.

The Library continues to collect donations for local non-profit organizations under the 'GPPL Gives Back' banner. In May items were collected for GPAAS and in June and July donations are being accepted for the Northeast Guidance Center in Detroit. Please bring in school supplies to support that organization.

The Library has reinstated an informal employee recognition system, 'Above and Beyond'. Employees submit a form to nominate a coworker who has done something special or gone above the call of duty.

The Library hosted a summer reading kick-off party at the Central branch on Friday June 16, 2017. Wally's Frozen Custard, a bounce house obstacle course, face painting and a DJ were on hand to get the party going. Approximately 800 people attended. Librarians will visit the GP parks this summer in our effort to take the Library to the people. Mobile sign-ups for Library cards are available. Thanks to our fabulous Youth Services team for developing such a robust line-up of programs this year-Jane Marsden, Pat McClary, Catherine Ricard, Rachel Charette and Melissa Rizer.

Action Items

Approval of Monthly Check Register. The Director reviewed the check register. George Lapastora moved to approve the monthly check register and Greg Ulrich supported. The motion was approved by a vote of 6-0.

Approval of 2017-2018 Board Meeting Dates and Times. The Director presented dates and times for the 2017-2018 Board Meetings. The time will be 6:30 and the meetings will take place at Central Library excluding the June 27, 2017 meeting which will be held in the Village of Grosse Pointe Shores council room

at 6:30. Liz Vogel moved to approve the 2017-2018 Board meeting dates and Paul Rentenbach supported. The motion was approved by a vote of 6-0.

Approval of Commercial Insurance Package. Library Director Jessica Keyser solicited two bids for the Library's commercial insurance package including Lighthouse group, our current provider, and Michigan Municipal League. The Library has been very satisfied with Lighthouse Group and their proposal was less than Michigan Municipal League. Lighthouse Group suggested an additional Cyber Security Policy which will be reviewed. Sandy MacMechan moved to approve Lighthouse Group for commercial insurance and Paul Rentenbach supported. The motion was approved by a vote of 6-0.

Approval of Medical Benefits 80/20 Vote. The Publicly Funded Health Insurance Act states an employer cannot pay more than 80% of health insurance for an employee. The Board's agreement to participate in the 80/20 plan has to be approved on an annual basis. George Lapastora moved to approve the 80/20 option and Greg Ulrich supported. The motion was approved by a vote of 6-0.

Approval of Media Lab Policy. Paul Rentenbach moved to approve the media lab policy introduced by John Clexton and Kim Valice supported. The motion was approved by a vote of 6-0.

Approval of Website Proposal. Greg Ulrich moved to approve the website proposal presented by Danis Houser and George Lapastora supported. The motion was approved by a vote of 6-0.

Approval of Comprehensive HVAC Preventative Maintenance Contract. Library Director Jessica Keyser asked Siemens and Conti to provide bids for comprehensive maintenance. Conti chose not to bid. Siemens provided a plan for each branch with Central being very low cost as all equipment will be new and covered by warranty. Ms. Keyser noted she has worked with Siemens in the past and has been impressed with their honesty and transparency. Paul Rentenbach moved to approve the comprehensive HVAC preventative maintenance contract provided by Siemens and Sandy MacMechan supported. The motion was approved by a vote of 6-0.

Approval of Central Library Lighting Plan. Liz Vogel moved to move this item to Information and Discussion and Paul Rentenbach supported. The motion was approved by a vote of 6-0.

Information and Discussion

Finance Report: Library Director, Jessica Keyser, presented the financial statements to the Board for discussion. The Library is in a financially healthy status, over 90% through the fiscal year. It is likely some line items will remain under budget for this fiscal year.

Committee Reports: Director Performance Review committee, Liz Vogel, Robert Klacza and George Lapastora, met to tally all of the comments made by trustees. It was unanimously agreed Library Director Jessica Keyser stepped into a big job and the Board felt she has met and even exceeded expectations. Every trustee was able to provide feedback on the Director's performance for the first time with the initiation of the new review form.

Board Officer Nominations: Liz Vogel nominated Robert Klacza for vice president and George Lapastora supports. Paul Rentenbach nominated Liz Vogel for president and George Lapastora supports. George Lapastora nominates Paul Rentenbach for treasurer and Liz Vogel supports. Paul Rentenbach nominates Sandy MacMechan for secretary and Liz Vogel supports. Positions will be voted on at July 27, 2017 meeting.

Distribution of Strategic Plan: The Board received copies of the Strategic Plan. Liz Vogel asked the Board to please read it before the Special Board Meeting on June 27, 2017. Paul Rentenbach thanked the staff members who participated. Director Jessica Keyser stated every staff member participated and there will be an all staff roll out of the plan in July with another roll out for the Friends, Foundation and Executive Committee also in July.

Friends of the Library Report

Joanne Dennis shared the Friends annual meeting in May was attended by over 100 people. May book sale brought in over \$1500.00. The Friends Down Under Book Store celebrated its 10th anniversary and the Grosse Pointe News was there to document. Five members of the Friends group helped with the Summer Reading kickoff. The lobby at the Woods Library is clear of used book tables.

Grosse Pointe Library Foundation Report

None.

Old Business

None.

New Business

None.

Public Comments

None.

Comments by Trustees

George Lapastora would like to host a staff barbeque in August hosted by the Trustees. Liz Vogel and Sandy MacMechan would like to help. Liz Vogel thanked Director Keyser and the staff and Board from the bottom of her heart. She stated it was hard to believe how much we all accomplished this year!

Announcements of Future Meetings of the Board

Elizabeth Vogel announced the next regular meeting of the Board will be held on Thursday July 27, 2017 at the Shores Council Room at 6:30 P.M. There will be a special meeting of the Board on June 27, 2017 at Central Library at 6:30 P.M.

Upon motion made and seconded, the meeting was adjourned at 8:55 P.M.

Respectfully submitted,

Sandy MacMechan