

**The Grosse Pointe Public Library
Minutes of a Regular Meeting of the Board of Trustees
November 17, 2016**

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 November 17, 2016. The meeting was called to order at 7:00 P.M. by Elizabeth Vogel, President. Present were Trustees Elizabeth Vogel, Robert Klacza, Sandy MacMechan, George Lapastora, Paul Rentenbach, Gregory Ulrich and Kim Valice. Jessica Keyser, Library Director, was present.

Approval of Agenda

Robert Klacza made a motion to approve the agenda as modified and George Lapastora supported. The agenda was approved by a vote of 7-0.

Approval of the Minutes of the October 27, 2016 Regular Board Meeting Minutes

Paul Rentenbach moved to approve the October 27, 2016 regular board meeting minutes as amended and Sandy MacMechan supported. The minutes were approved by a vote of 7-0.

Presentation of HVAC Replacement Plans for Central Library

Library Director, Jessica Keyser, stated the boiler and air handling unit at Central were coming to the end of their life and plans to replace them had been initiated last year. Director Keyser introduced James Busha of P.E. Mechanical Electrical Engineering Consultants who were hired to investigate options and make a plan. Mr. Busha advised the Board electrical upgrades have already begun. Busha's plan would remove the old boilers from the basement and move them to the roof along with a new air handling unit. Busha is recommending a multi zone system meaning areas could be heated or cooled simultaneously. Discussion followed. Library Director Jessica Keyser advised the Board Central Library would be closed about 6 weeks while work is being done.

Library Director's Report

Jessica Keyser, Library Director, reported on the annual conference of Michigan Library Association in October which the Director, Assistant Director, John Clextan and Danis Houser attended. Assistant Director Peggy Kitchel and Ewald Branch Coordinator John Clextan successfully completed MLA's Leadership Academy. The Director is exploring the possibility of replacing the light fixtures in the main reading room of Central while the Library is closed for the HVAC replacement. The Director and Kim Valice gave a brief Library presentation to the Shores City Council. The new computers for Ewald have been ordered as well as the new light fixtures for the youth area. Lastly, the Director stated two Library employees are on medical leave which may lead to budget adjustments.

Action Items

Monthly Check Register. The Director reviewed the check register. Robert Klacza moved to approve the monthly check register and Sandy MacMechan supported. The motion was approved by a vote of 7-0.

Establishment of Book Endowment Sub-fund. A request was made from Grosse Pointe Library Foundation at the recommendation of Library Strategies to develop a Book Endowment Sub-fund with the Community Foundation of Southeast Michigan. Discussion followed. Sandy MacMechan moved to table this item until the December meeting and Gregory Ulrich supported. The motion was approved by a vote of 7-0.

2016-2017 Snow Removal Contract. The Director presented three bids for snow removal services at Central and Woods Libraries and asked the Board approve Famous Maintenance who presented the lowest bid and has a good work history with the Library. Sandy MacMechan moved to approve Famous Maintenance for the 2016-2017 Snow Removal Contract and Paul Rentenbach supported. The motion was approved by a vote of 7-0.

Information and Discussion

Finance Report: Library Director, Jessica Keyser, presented the financial statements to the Board for discussion. All budget lines are doing well. Paul Rentenbach would like to hold a finance committee meeting.

Committee Reports: Strategic Planning Committee, Jessica Keyser, Liz Vogel and George Lapastora continue to move forward with meetings. Staff will have a strong voice in the plan. There is an executive committee meeting December 5th and Steering Committee meeting December 15th. All Board members will be interviewed as well as community focus groups.

Bylaws Revision: Paul Rentenbach distributed a draft of revisions to the current Board bylaws. He would like the Board to evaluate the proposed changes for discussion.

Friends of the Library Report

None.

Grosse Pointe Library Foundation Report

None.

Old Business

Community Foundation of Southeast Michigan. At the August Board meeting the Board discussed a request of the Grosse Pointe Library Foundation to transfer control of the endowment with Community Foundation of Southeast Michigan to the Grosse Pointe Library Foundation. Paul Rentenbach suggested this request be added to the December agenda with the Endowment Sub-Fund proposal. The Board would like to have representatives from the Grosse Pointe Library Foundation attend the December meeting to provide information.

New Business

HVAC. Paul Rentenbach would like the Library Board to approach both the Friends of the Library as well as the Library Foundation for funds from their Capital Improvement funds since it looks like the HVAC project at Central may cost about \$1,000,000. Mr. Rentenbach would like to ask them to donate equally.

Public Comments

George McMullen asked the date of the December Board meeting and learned it is December 15th. Mr. McMullen also asked about a current Board picture and was told one had recently been taken. He also reminded the Board of the Village Tree Lighting at 530 on Friday November 18th.

Comments by Trustees

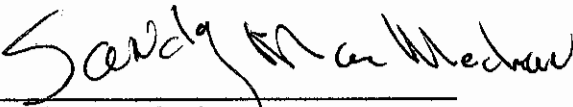
Library Director Jessica Keyser read a letter from a patron praising the recent *Know Your Muslim Neighbor* program at Ewald. The patron wrote the program was excellent and also praised Ewald staff.

Announcements of Future Meetings of the Board

Elizabeth Vogel announced the next regular meeting of the Board will be held on Thursday December 15, 2016 at the Central Branch at 7:00 P.M.

Upon motion made and seconded, the meeting was adjourned at 8:04 P.M.

Respectfully submitted,



Sandy MacMechan