

The Grosse Pointe Public Library
Minutes of a Regular Meeting of the Board of Trustees
May 18, 2017

DRAFT

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 May 18, 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, Robert Klacza Kim Valice and Gregory Ulrich. Jessica Keyser, Library Director, was present.

Approval of Agenda

Robert Klacza moved to approve the agenda and Sandy MacMechan supported. The motion was approved by a vote of 7-0.

Approval of the April 27, 2017 Regular Board Meeting Minutes

Robert Klacza made a motion to approve the April 27, 2017 Regular Board Meeting Minutes and Sandy MacMechan supported. The motion was approved by a vote of 7-0.

Library Director's Report

Library Director Jessica Keyser is pleased to announce the accounting firm of Abraham and Gaffney has been engaged for accounting and audit preparation support to the Library. Contract negotiations will begin May 22, 2017. The Director is working with Strategize to create a budget proposal reflecting the goals and objectives identified through the strategic planning process. New administrative furniture is to be delivered the second week of May. The Library is thrilled to continue offering Zinio, the world's largest newsstand offering full-color digital magazines, through our partnership with The Library Network.

The Board requested a demo this summer of Hoopla and Zinio.

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.

Approval of Foundation Board Members. Robert Klacza moved to approve the new Foundation Board members and Sandy MacMechan supported. The motion was approved by a vote of 7-0.

Approval of Central HVAC. Proposals were submitted from Siemens and Conti for the Central HVAC project. Library Director Jessica Keyser reported Siemens' bid was \$324,000.00 with a five year warranty on parts and labor while Conti's bid was \$536,000.00 with a one year warranty on parts and labor. Post bid interviews were conducted by the Director and representatives from Strategic Engineering Solutions. They all agreed that Siemens was the best option. The Library preordered some equipment to ensure it was manufactured by the planned installation date. The Board asked the Director to try to have that included in the five year parts and labor warranty. The Director was able to arrange that with Siemens. Liz Vogel moved to approve Siemens for the Central HVAC project and Kim Valice supported. The motion was approved by a vote of 7-0.

Proposal for Comprehensive HVAC Maintenance Agreement. The Director has requested proposals for a comprehensive HVAC maintenance agreement. At this time only one proposal has been received. The Library will solicit at least one additional bid. Elizabeth Vogel moved to table this vote until the June meeting and Robert Klacza supported. The motion was approved by a vote of 7-0.

Bids for 2017-2018 Landscaping. The Director presented bids from Nu Appearance, Backer and 3 Cs Landscaping companies. The Library has used Nu Appearance for the past several years with no issues. Robert Klacza moved to approve the bid from Nu Appearance and Sandy MacMechan supported. Sandy MacMechan requested the Library ask Nu Appearance to submit design ideas to update the landscaping. The motion was approved by a vote of 7-0.

Board Bylaw Revisions. Revisions to the Board bylaws were introduced at the March 23, 2017 and discussed in March and April in order to be voted on at the May 18, 2017 meeting. Sandy MacMechan moved to approve the bylaw revisions and Kim Valice 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. Property tax is 100% in and the Library is in a healthy place 83% through the fiscal year. It is likely some line items will remain under budget for this fiscal year.

Committee Reports: Finance Committee met and Liz Vogel reported three major plans have to come together this year-strategic plan, millage and staff reorganization-before the budget can be finalized so it's been a lot of work. Strategic plan is going very well. Strategiz has asked to extend one month and present at a special Board meeting sometime in July. Sandy MacMechan would like Strategiz to have the plan ready by the end of the fiscal year. Liz Vogel agreed and will organize a special Board meeting in June. Jessica Keyser said the Friends/Foundation merger is moving in a positive direction and a partnership agreement between the two groups and the Library is being formed.

Friends of the Library Report

Robert Klacza shared the Friends annual meeting was wonderful. Vicki Granger put together a terrific program featuring Benjamin Gravel who spoke about Grosse Pointe architecture.

Grosse Pointe Library Foundation Report

None.

Old Business

None.

New Business

Library Director Jessica Keyser presented the annual report of the Grosse Pointe Public Library.

Public Comments

George McMullen announced he is free for a special meeting of the Board on June 26 or June 29, 2017.

Comments by Trustees

Gregory Ulrich asked the Director if the potential closing of Eastland Mall would affect the Library's millage proposal for 2017-2018.

Announcements of Future Meetings of the Board

Elizabeth Vogel announced the next regular meeting of the Board will be held on Thursday June 22, 2017 at the Central Branch at 7:00 P.M. The Board should plan for a special meeting at the end of June.

Upon motion made and seconded, the meeting was adjourned at 7:43P.M.

Respectfully submitted,

Sandy MacMechan