

**Fremont Area District Library  
Board Of Trustees Regular Meeting  
May 16, 2017**

**I. Call To Order.**

The meeting was called to order at 4:04 pm by President Lorna Hoppa.

Present: Lorna Hoppa, Marcia Eib, Beverly Williams, Phil Tuls, Randy Puff .

Absent: Darrell Lamos, Beth Mooy.

Also Present: Raymond Arnett, FADL Director.

**II. Approval Of Agenda.**

Motion by Randy Puff and seconded by Marcie Eib that the Agenda be approved as amended with the additions of 13D Corrective Action Plan for APR, 13E Write off of bad debt, and 13F LSTA Minigrant and the move of 13A Friends Book Sale Director – Request for additional space to just after Public Comment.

Motion carried.

**III. Public Comment.**

None.

**XIII A. Friends Book Sale Director – Request for Additional Space.**

Carolyn Hummel from the Friends of FADL presented the need for additional storage space prior to the upcoming book sale.

Various possible spaces were discussed. One area that might be a possible space that had not been previously identified is the Local History Office. Ray will try to create some available space there since the office has limited use. The other possible area that was identified is the counter in the Butterick Conference Room (Board Room).

**IV. Presentation of 2016 Audit**

Julie Reams from Hendon & Slate thanked the board for the opportunity to again audit the library's financial statements. She noted a "clean opinion" on page 2 of the report and then gave some highlights of the report. In particular, there is an adjustment made to our property tax receipts every year - because of timing from payment of two large townships the library seemed to experience an "increase" of \$100,000. This is strictly based on timing, not an actual increase.

Other areas noted include the typical "findings" of the audit and the need to inform the state why the library went over budget in one line item. In addition, the board needs to be aware of the MERS pension plan and the liabilities associated with that plan.

**V. Consent Agenda.**

Motion by Randy Puff and seconded by Bev Williams that the Consent Agenda be approved as printed. Motion carried.

**VI. Approval of Closed Session Minutes from March 21, 2017**

Motion by Marcia Eib and seconded by Phil Tuls to approve the minutes of the closed session of March 21, 2017 as presented. Motion carried.

**VII. Director's Report.**

Information only.

**VI. Departmental Report.**

None this month – the Summer Reading Program for Children was highlighted in the packet.

**VII. Board Education.**

None this month.

**VIII. Financial Report.**

Motion by Randy Puff and seconded by Beverly Williams that the Financial Report be approved as printed subject to audit. Motion carried.

2016 Annual Statements for the designated funds at the Fremont Area Community Foundation were included in the packet for information only.

**IX. Questions From The Board.**

Randy had some questions on the financial report 1. MERS- it appears we did not pay in Jan.- there is a quirk in reporting that will be corrected by Diane. 2. Misc maintenance is higher than expected – Ray commented that it was the annual elevator servicing 3. Health insurance – Since a spouse of an employee has passed, will costs be less? Yes. 4. Cooperative services seems high – Quarterly billing. 5. Contracted services - potential to be over budget - Ray thinks we'll be okay since it is cyclical. 6. Cleaning why was it higher than budgeted - timing thing, the library paid him for Dec. in Jan.

Marcia requested that we change the names of some line items in the report to make them understandable – for instance, 101.957 Print changed to 101.957 Library Books.

**X. Old Business.**

**A. Friends of FADL/Library Cooperative Agreement.**

Information only. The draft of the Agreement was submitted to our law firm for advice. The revised document has now been given back to the committee for discussion with the Friends representatives.

**B. Strategic Planning 2017-2020**

Information only. The planning taskforce met and discussed three possible ways to approach the plan. The decision was made to utilize the Aspen report that emphasizes the new roles in library. 1) The Library as people- the audiences we serve and the roles we play in their lives including the outcomes we're aiming for. 2) The Library as a Place. And 3) The library as a platform. The taskforce discussed the first of those, the Library as People at their meeting. The next step is to discuss the library as a place.

**XI. New Business.**

A. Friends Book Sale Director – Request for Additional Space  
Moved to earlier in the meeting.

B. Proposals for Public Copier Replacement.

Motion by Randy Puff and seconded by Beverly Williams to replace the public copier with the B/W copier option from Applied Imaging as specified in the bid. Motion carried.

C. Blue Cross/Blue Shield Employee Health Care

Motion by Beverly Williams and seconded by Phil Tuls to renew the health insurance policy and to set employee co-pays for premiums using the “hard cap” option as outlined in the document as the “3 Tier Option 5 Percent.” Motion carried.

D. Corrective Action Plan for MI Treasury Department for Audit Procedures Report Deficiency

Motion by Marcia Eib and seconded by Randy Puff to submit the Corrective Action Plan to the MI Treasury Department with the addition of the words “and board” to the monitoring plan. Motion carried.

E. Write Off of Bad Debts

Motion by Randy Puff and seconded by Marcia Eib to write off as “bad debt” the meeting room fees from 2016 for Michelle Dubois and Fremont Youth Football and Cheer. Motion carried.

F. LSTA Minigrant – Statement of Assurances

Motion by Randy Puff and seconded by Marcia Eib to submit the LSTA mini-grant proposal to the Library of Michigan and pass Resolution 2017-02 Statement of Assurances for the LSTA minigrant. Motion carried.

**XII. Public Comment.**

None.

**XIII. Adjournment.**

Meeting was adjourned at 5:50 pm by President Lorna Hoppa.

The next regular meeting will be held June 20, 2017 at 4:00 p.m.