

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

September 18, 2023

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, September 18, 2023 in the Meeting Room.

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

Members present:

Jann Dagg  
Edward Horeczy  
Fred Inman  
Betsy Lepak  
Betsy McRae  
Felicia Thomas

Members absent: Sue Pevovar

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager  
Bill Brickey, Plante & Moran

**AGENDA**

A motion was made by Dagg to approve the Agenda, seconded by Horeczy. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

**MINUTES**

A motion was made by McRae to approve the Minutes of the regular meeting on June 26, 2023, seconded by Lepak. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

**CITIZEN'S COMMENTS**

None

**FY 2022-2023 AUDIT PRESENTATION: PLANTE & MORAN**

Bill Brickey of Plante & Moran presented the audit report

A motion was made by McRae to accept the FY 2022-2023 audit report as presented, seconded by Dagg. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

**WARRANTS**

A motion was made by McRae to approve the warrant requests as presented in the board packet, seconded by Thomas. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

## **FINANCIAL REPORT**

Betsy McRae submitted the Financial Report to the Board.

## **BUDGET TO ACTUAL REPORT**

Garrett Hungerford presented the Budget-to-Actual report to the Board.

## **DIRECTOR'S REPORT**

Construction of the library renovation project began Monday, September 11th and the demo phase is moving along swiftly. The second floor of the library has been closed off and affected areas on the first floor (around future elevator and stairwell) have been secured. Megan is already in the process of adding photos for patrons to view.

On September 1st, Linda Pride retired after 17 years at Redford Township District Library. Linda was instrumental in coordinating many of the adult programs (including computer classes, book clubs, and summer reading). On September 13th, Kim Kelly started at the library to fill the vacant role Linda left. Kim is a lifelong Redford resident who started her library career with us as a customer service specialist. Kim comes to us from West Bloomfield, where she in charge of adult programming.

A lot of financial tasks took place over the summer. To start, our audit took place at the end of June and Bill Brickey will be attending our board meeting to present. In addition, we worked with S&P Global in preparation of issuing our recent bond. I'm pleased to report that the rating for the library increased from A- to A+. This was a significant increase and validates the fiscal stability that the library has worked towards. The rating helped us secure a complete rate on our bond. A new sweep account was set up at Comerica to safeguard our assets.

## **COMMITTEE REPORTS**

### **OLD BUSINESS**

### **NEW BUSINESS**

### **APPOINTMENT OF STANDING COMMITTEES**

No action necessary

### **BOARD MEETING SCHEDULE 2024**

A motion was made by Dagg to approve the 2024 board meeting schedule as presented, seconded by Lepak. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

### **POLICY 401: LENDING POLICY**

A motion was made by McRae to approve the lending policy, Policy 401 as presented, seconded by Thomas. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

### **RETIREE HEALTHCARE STIPENDS ADJUSTMENT**

A motion was made by Dagg to approve the 65+ retiree healthcare stipends adjustment from \$276.00 to \$300.00 per person retroactive to June 2023, seconded by Horeczy. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

**ADJOURNMENT**

A motion was made by McRae to adjourn, seconded by Dagg. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

The meeting was adjourned at 5:15 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

October 16, 2023

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, October 16, 2023 in the Meeting Room.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:29 p.m.

Members present:

Jann Dagg  
Edward Horeczy  
Fred Inman  
Betsy Lepak  
Betsy McRae  
Sue Peovovar  
Felicia Thomas

Members absent: None

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

**AGENDA**

A motion was made by Dagg to approve the Agenda, seconded by Lepak. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Peovovar, Thomas

Nays: None

**MINUTES**

A motion was made by McRae to approve the Minutes of the regular meeting on September 18, 2023, seconded by Thomas. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Peovovar, Thomas

Nays: None

**CITIZEN'S COMMENTS**

None

**WARRANTS**

A motion was made by McRae to approve the warrant requests as presented in the board packet, seconded by Horeczy. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Peovovar, Thomas

Nays: None

**FINANCIAL REPORT**

Betsy McRae submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

Garrett Hungerford presented the Budget-to-Actual report to the Board.

**DIRECTOR'S REPORT**

Most of the framing on the second floor has now been completed. Drywall has begun in select areas. Once electrical inspections are complete the remainder of drywall work will commence. On Friday, September 29<sup>th</sup> the library was

closed for the annual staff in-service. This year we rented a bus to take the staff to tour two local libraries. We started our tour at the Canton Public Library to view their recent renovations. Our tour ended at the new branch of the Ypsilanti District Library. Many staff members' library experience is limited to our library. It's a good idea to expose them to how other libraries operate. Department Heads were able to enjoy lunch with their staff and discuss the tours and go over any current issues within their department.

## **COMMITTEE REPORTS**

### **OLD BUSINESS**

### **NEW BUSINESS**

### **BUDGET AMENDMENTS**

A motion was made by McRae to approve the budget amendments as presented, seconded by Dagg. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

### **INTERIOR RENOVATIONS CONTRACT AWARDS**

A motion was made by McRae to approve the interior renovations contract awards in the amount of \$1,174,601 and a construction contingency of \$685,000 as presented, seconded by Thomas. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

### **POLICY 310**

A motion was made by Dagg to approve Policy 310 as presented, seconded by Thomas. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

### **ADJOURNMENT**

A motion was made by Lepak to adjourn, seconded by Pevovar. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

The meeting was adjourned at 5:00 p.m.

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

November 20, 2023

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, November 20, 2023 in the Meeting Room.

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

Members present:

Jann Dagg  
Fred Inman  
Betsy Lepak  
Betsy McRae  
Sue Pevovar  
Felicia Thomas

Members absent: Ed Horeczy

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

**AGENDA**

A motion was made by Dagg to approve the Agenda, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

**MINUTES**

A motion was made by McRae to approve the Minutes of the regular meeting on October 16, 2023, seconded by Thomas. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

**CITIZEN'S COMMENTS**

None

**WARRANTS**

A motion was made by Dagg to approve the warrant requests as presented in the board packet, seconded by Thomas. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

**FINANCIAL REPORT**

Betsy McRae submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

Garrett Hungerford presented the Budget-to-Actual report to the Board.

**DIRECTOR'S REPORT**

Construction continues to move forward and on schedule. The library will be closed on Monday and Tuesday, December 4<sup>th</sup> and 5<sup>th</sup> while crews replace the coils for the first floor air handling unit. This will result in the library being without

heat. Walter Wysocki, one of our long-term Customer Service Specialists has left for a full-time job. We wish him well in his new endeavor. Kathleen Gomula was promoted to Customer Service Specialist II and will support Teneia with departmental tasks. We are currently 42% through our fiscal year and we are on track with our operating budget. Winter tax collection will begin soon. Megan and I are working on a new marketing plan for 2024 to reach residents with library information.

## **COMMITTEE REPORTS**

### **OLD BUSINESS**

### **NEW BUSINESS**

### **ANNUAL DIRECTOR REVIEW**

No action necessary

### **STATE OF MICHIGAN PUBLIC ACT 152 OF 2011**

A motion was made by McRae to continue to opt-out of the State of Michigan Public Act 152 of 2011, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

### **TLN RECIPROCAL BORROWING AGREEMENT**

A motion was made by Dagg to approve the TLN reciprocal borrowing agreement as presented, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

### **ADJOURNMENT**

A motion was made by Dagg to adjourn, seconded by Thomas. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

The meeting was adjourned at 5:01 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

January 22, 2024

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, January 22, 2024 in the Meeting Room.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:32 p.m.

Members present:

Jann Dagg  
Ed Horeczy (arrived at 4:38)  
Fred Inman  
Betsy Lepak  
Betsy McRae  
Sue Pevovar

Members absent: Felicia Thomas

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

**AGENDA**

A motion was made by Dagg to approve the Agenda, seconded by McRae. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar

Nays: None

**MINUTES**

A motion was made by Pevovar to approve the Minutes of the regular meeting on November 20, 2023, seconded by McRae. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar

Nays: None

**CITIZEN'S COMMENTS**

None

**WARRANTS**

A motion was made by Dagg to approve the warrant requests as presented in the board packet, seconded by Pevovar. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar

Nays: None

**FINANCIAL REPORT**

Betsy McRae submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

Garrett Hungerford presented the Budget-to-Actual report to the Board.

**DIRECTOR'S REPORT**

Hungerford provided a reflection on calendar year 2023 including moving from a conceptual plan for the unfinished space, to passing a successful millage, to improving our bond rating to the highest rating of A+ and to beginning

construction. We are four months into construction. There will be a delay in moving into the Children's department, but we plan to adjust and begin Phase II on time to keep the project moving forward. It is anticipated that the original construction end date of July 2024 will remain the same. Annual performance reviews have taken place. There is an upcoming budget committee meeting on Monday, February 5<sup>th</sup> at 4:30. The results of the meeting will be presented to the Library Board on Monday, February 12<sup>th</sup> at 4:30. Statistics continue to increase month over month and year over year.

#### **COMMITTEE REPORTS**

Inman met with Hungerford to present the Director review which was comprised from input from the Board and Department Heads.

#### **OLD BUSINESS**

#### **NEW BUSINESS**

#### **SCHEDULING OF PUBLIC HEARING FY 2024-2025**

No action necessary

#### **APPROVAL OF SECURITY CAMERAS/ACCESS CONTROLS CONTRACT**

A motion was made by Dagg to approve the contract for security cameras/access control not to exceed \$140,000, seconded by Lepak. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar

Nays: None

#### **ADJOURNMENT**

A motion was made by McRae to adjourn, seconded by Dagg. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar

Nays: None

The meeting was adjourned at 5:12 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

March 18, 2024

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, March 18, 2024 in the Board Room.

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

Members present:

Jann Dagg  
Ed Horeczy  
Fred Inman  
Betsy Lepak  
Betsy McRae  
Sue Peovovar (arrived at 4:33)  
Felicia Thomas

Members absent: None

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

**AGENDA**

A motion was made by Dagg to approve the Agenda, seconded by Lepak. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

**MINUTES**

A motion was made by McRae to approve the Minutes of the regular meeting on February 12, 2024, seconded by Horeczy. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

**CITIZEN'S COMMENTS**

None

**WARRANTS**

A motion was made by Dagg to approve the warrant requests as presented in the board packet, seconded by Thomas. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Thomas

Nays: None

**FINANCIAL REPORT**

Betsy McRae submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

Garrett Hungerford presented the Budget-to-Actual report to the Board.

**DIRECTOR'S REPORT**

Hungerford provided a construction update as we move into Phase II. Work has begun on the first floor and is moving along quickly. Minimal programming has moved upstairs into the new Story Time room. Patrons are now also directed

to the second floor for restrooms.

Staff were notified of their raises. Many staff voiced their appreciation for their raises. ElementOne will once again provide an updated salary review to be available for next year's budget process.

The library was awarded a grant from Michigan Municipal Risk Management Authority to cover half of the cost of security camera replacements up to \$62,873.50.

## **COMMITTEE REPORTS**

### **OLD BUSINESS**

### **NEW BUSINESS**

#### **FY 2024-2025 BUDGET**

A motion was made by McRae to approve the FY 2024-2025 budget with operating millage rate #1 of .8755 mill and operating millage rate #2 of 2.0000 mills, seconded by Dagg. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

#### **FY 2023-2024 BUDGET AMENDMENTS**

A motion was made by Dagg to approve the FY 2023-2024 budget amendments as presented, seconded by Horeczy. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

#### **ADJOURNMENT**

A motion was made by McRae to adjourn, seconded by Thomas. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

The meeting was adjourned at 4:57 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

May 20, 2024

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, May 20, 2024 in the Board Room.

The meeting was called to order by Fred Inman, President, at 4:27 p.m.

Members present:

Jann Dagg  
Ed Horeczy  
Fred Inman  
Betsy Lepak  
Betsy McRae  
Sue Pevovar  
Felicia Thomas

Members absent: None

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

**AGENDA**

A motion was made by Dagg to approve the Agenda, seconded by Thomas. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

**MINUTES**

A motion was made by Dagg to approve the Minutes of the regular meeting on March 18, 2024, seconded by McRae. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

**CITIZEN'S COMMENTS**

None

**WARRANTS**

A motion was made by Dagg to approve the warrant requests as presented in the board packet, seconded by Lepak. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

**FINANCIAL REPORT**

Betsy McRae submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

Garrett Hungerford presented the Budget-to-Actual report to the Board.

**DIRECTOR'S REPORT**

The library has moved from Phase II to Phase III. The library was closed to the public on Monday and Tuesday 13<sup>th</sup> and 14<sup>th</sup>. We provided drive through only service the remainder of the week and reopened on Monday, May 20<sup>th</sup> at 3:00pm.

We have limited patron access to the collection during this phase. Phase III is a less complex phase and we therefore we are still on track to complete the entire project in July. We currently have positions posted for an additional maintenance assistant and technology assistant. The library's audit will take place at the end of June. The auditors will be present at the September board meeting to present their report. Form L-4029 will be on the agenda to levy the two individual mills for library operations.

## **COMMITTEE REPORTS**

### **OLD BUSINESS**

### **NEW BUSINESS**

#### **FORM L-4029**

A motion was made by McRae to approve Form L-4029 with operating millage rate #1 of .8625 mills and operating millage rate #2 of 1.9704 mills, seconded by Thomas. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

#### **LIBRARY HOLIDAY CLOSURES 2025**

A motion was made by Dagg to approve the holiday closures for 2025 with the correction to the "day after Christmas Eve to day after Christmas", seconded by Horeczy. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

#### **ADJOURNMENT**

A motion was made by Dagg to adjourn, seconded by McRae. The motion passed.

Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

The meeting was adjourned at 4:56 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

June 17, 2024

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, June 17, 2024 in the Board Room.

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

Members present:

Jann Dagg  
Fred Inman  
Betsy Lepak  
Betsy McRae  
Sue Pevovar  
Felicia Thomas

Members absent: Ed Horeczy

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

**AGENDA**

A motion was made by Dagg to approve the Agenda, seconded by Thomas. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

**MINUTES**

A motion was made by Pevovar to approve the Minutes of the regular meeting on May 20, 2024, seconded by McRae. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

**CITIZEN'S COMMENTS**

None

**WARRANTS**

A motion was made by Dagg to approve the warrant requests as presented in the board packet, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas

Nays: None

**FINANCIAL REPORT**

Betsy McRae submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

Garrett Hungerford presented the Budget-to-Actual report to the Board.

**DIRECTOR'S REPORT**

The stair railing has been completed and will now be detailed before painting. The Acrovyn (wall covering) for the Children's department has arrived and will be installed shortly. John Sovinsky has taken the full-time position as

Technology Assistant. We still have an unfilled maintenance position that will remain posted until filled. Today's packet includes an updated L-4028 report and corrected form L-4029 to approve. The auditors will begin at the end of the month. They will once again be remote. Betsy Lepak and Felicia Thomas have agreed to serve another four year term on the board. Our air conditioning is now operational. Due to closures to the public the print statistics were down for the month, but digital resources increased. The summer reading program begins on Thursday along with both youth and adult programming.

## **COMMITTEE REPORTS**

### **OLD BUSINESS**

### **NEW BUSINESS**

#### **REVISED FORM L-4029**

A motion was made by Dagg to approve Form L-4029 with operating millage rate #1 of .8623 mills and operating millage rate #2 of 1.9700 mills, seconded by Thomas. The motion passed.  
Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas

#### **ADJOURNMENT**

A motion was made by McRae to adjourn, seconded by Dagg. The motion passed.  
Ayes: Dagg, Horeczy, Inman, Lepak, McRae, Pevovar, Thomas  
Nays: None

The meeting was adjourned at 4:47 p.m.

Recorded by Michael Gazzarari