

City of Taylor Library Board  
Meeting Minutes  
January 10, 2019

**Call to order** at 7:00 p.m.

**Roll Call:** Sandy Thompson, Diana Chavez, Theresa Moore, Dan Bzura, Sheila Gorski-Schulte (7:10 p.m.). Also present: Vanessa Morris, Taylor Community Library Director and Braille and Talking Books Library and Richard Miller, Purchasing Department, City of Taylor.

**Approval of Agenda:** Motion by Chavez, supported by Bzura, to approve the agenda. Motion carried.

Resolution #01-01-19

**Approval of Minutes:** Motion by Moore, supported by Bzura, to approve the October 11, 2018, meeting minutes. Motion carried.

Resolution #01-02-19

**Communications**

5.a. - Guest – Evette Atkin – Speaker from the State of Michigan Library gave a presentation on QSAC (Quality Services Audit Checklist) --a certification for state libraries that is not required by the state but is used as a tool to bring recognition to the library based on achieving quality measures.

5.b. - Library Director's Report – Presented by Vanessa Morris.

5.c. Job Postings – Three applicants applied for the Assistant Director position—internal and external. A recommendation was made from Gorski-Schulte and Director Morris to create two Assistant Director positions—one for Education and Cultural Opportunities and the other for Information and Technology. The Adult & Youth Services Manager positions would be eliminated and replaced with Supervisory Librarian positions. A "Proposed Staffing Chart" was included in the meeting packet.

5.d. Transition of Lab Monitor positions to Circulation Clerk positions—Tabled to the next budget meeting.

5.e. Review pay scales and set standard review period – Tabled to the next budget meeting.

5.f. Set goals for Quality Services Audit Checklist – Director Morris will look at other options in the future.

5.g. Community Room Notice of Lease Termination – The Downriver Genealogical Society was sent a Notice of Lease Termination from the City Attorney. The lease ends February 28, 2019.



### Action Items

6.1.a. Employment Letter for Assistant Library Director Candidate.

Motion by Chavez, supported by Bzura, to offer Letters of Employment (LOE's) to applicants (one internal and one external) for two Assistant Director positions. Motion carried.

Resolution #01-03-19.

6.1.b. Bid/quote for bathroom remodel – Miller secured three bids. Motion by Chavez, supported by Moore to approve bid from Envision Builders (low bid) for the remodel of the main and staff bathrooms plus the construction of a new family restroom in an amount not to exceed \$88,500. Motion carried.

Resolution #01-04-19.

Motion by Bzura, supported by Chavez to amend Resolution #01-04-19 to include a ten percent contingency. Motion carried.

Resolution #01-05-19.

6.1.c. Bid/quote for public announcement system – Miller will provide bid information at the next budget meeting.

6.1.d. Bid/quote for vent cleaning—Miller secured one bid. Will provide more bids at the next budget meeting.

6.1.e.f.&g. Motion by Gorski-Schulte, supported by Moore to approve the following items:

e. Two staff members to attend The Library Network's free training classes, not to exceed \$100 transportation plus applicable wages for each.

f. One staff member to attend regional Midlands-Northern conference for Librarians Serving the Blind & Physically Handicapped in New York City, NY, April 7-10, 2019, not to exceed \$1,800, plus applicable wages.

g. One staff member to attend Michigan Library Association's Spring Institute in Bay City, Michigan, March 27-29, 2019, not to exceed \$1,000 plus applicable wages.

Motion carried.

Resolution #01-06-19

6.1.h.i.j. Motion by Bzura, supported by Gorski-Schulte to approve the following items:

h. Memorandum of Understanding for Braille & Talking Books with State of Michigan.

i. State Aid application for Taylor Community Library

j. State Aid application for Braille & Talking Books



Motion carried.  
Resolution #01-07-19

6.1.k. Motion by Chavez, supported by Bzura, to approve the annual report for fiscal year end 2018. Motion carried.  
Resolution #01-07-19

6.2.a.b.c. Motion by Chavez, supported by Bzura, to receive and file  
a. Library Director's Report  
b. Paid Invoice Report, October to December 2018  
c. Statement of Revenue, Expenditures and Changes in Fund Balance for the Seven Months Ending January 31, 2019. Motion carried.  
Resolution #01-08-19

**Open Business**

7.a. WCCC update on Laptop Lounge – Miller will provide bid specifications at the April meeting.  
7 b. WCCC update on Seed Project -- Library will get seeds and seed cart to take them to the Taylor Farmer's market.

**Public Comments**

None.

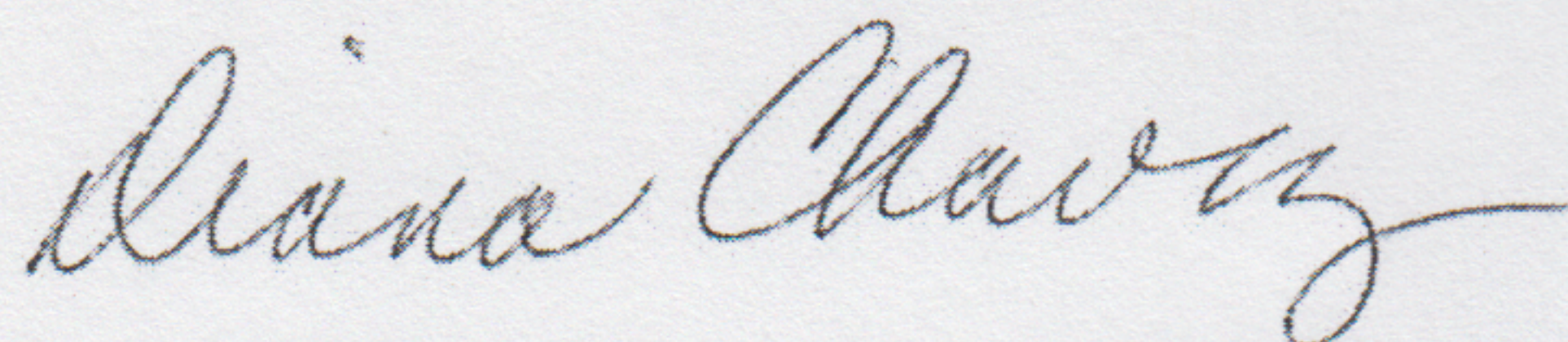
**Next Meeting**

Special Budget Meeting – February 21, 2019.

**Adjournment**

Motion by Chavez, supported by Bzura, to adjourn the meeting. Motion carried.  
Resolution #01-09-19

Submitted by,



Library Board Vice President & Secretary