

Regular Meeting  
July 12, 2006

Present: Eubank, Reiz, Schuster, Sergott, Wilson, Yelick-Miller  
Staff Present: Blevins, Cooley, Feher, Gunter, Harrison, Swanwick, Taskin

Yelick-Miller called the meeting to order at 7:00 PM.

### **INTRODUCTIONS**

All present introduced themselves to Ed Lynch, representative from Edward Jones.

### **APPROVAL OF AGENDA**

Schuster requested they add Personnel Committee Update under New Business. Yelick-Miller requested they move Employee Complaint to the end of the meeting as letter H. Personnel Committee Update would be letter F. and Kezar Cleaning, letter G. Schuster made a motion, supported by Eubank to approve the amended agenda. Ayes: All. Nays: None. Motion passed.

### **APPROVAL OF MINUTES**

Yelick-Miller requested that the word "porch" be added to the fourth paragraph under New Business before the word "brickwork". Wilson pointed out that on the last page the word "Executive" should be replace with "Closed" when referring to the session of the meeting that involved the Director's evaluation. Reiz made a motion supported by Sergott to accept the amended minutes. Ayes: All. Nays: None. Motion passed.

Schuster pointed out that the minutes of the Executive Session should be referred to as "Closed" Session. Sergott made a motion supported by Wilson to accept the amended minutes of Closed Session. Ayes: All. Nays: None. Motion passed.

Wilson made a motion supported by Sergott that if the tape recording of the June 14<sup>th</sup> meeting verifies that the word Executive was used instead of Closed, the minutes should be modified accordingly. Ayes: All. Nays: None. Motion passed.

### **PUBLIC PARTICIPATION**

There was no public participation.

## **FINANCIAL REPORT**

May 31, 2006 Balance	\$2,041,958.96
June 30, 2006 Revenues	18,964.94
June 30, 2006 Expenditures	<u>159,863.74</u>
June 30, 2006 Balance	\$1,901,060.16
Debt Service Fund Balance June 30, 2006	79,325.59

Sergott pointed out that the Romeo District Library Policy Manual gives responsibility and authority to the Board Treasurer for investments of monies. She distributed a draft of a procedure policy for the management of funds to all Board members. The motion to accept the procedure policy was tabled until the next regular monthly meeting in order to give trustees the opportunity to read and evaluate the policy.

Sergott suggested that the Board vote every year at the July meeting to accept the financial agencies that will be used for the upcoming fiscal year. Taskin said that she would add that to the Board calendar.

Harrison pointed out that the Retirement Account was over the adjusted budget amount. Eubank made a motion supported by Reiz to move \$246.20 from the Contingency Account to the Retirement Account. Ayes: All. Nays: None. Motion passed.

Wilson made a motion supported by Schuster to accept the Financial Report. Ayes: All. Nays: None. Motion passed.

Ed Lynch, representative from Edward Jones, presented an explanation of how the library's investments would be handled for the upcoming fiscal year of 2006/2007. He proposed using the library's account with Huntington Bank for payroll purposes only and opening a money market checking account for paying the monthly library bills. Edward Jones will do an electronic credit every month into the Huntington account to cover the budgeted payroll expenses. Ed Lynch distributed a copy of a proposed scenario for the next six months of expenses and investments, using a conservative laddering strategy with investments in HSBC Finance, GE Capital, and Toyota commercial paper. Sergott made a motion supported by Eubank to accept the proposal from Edward Jones. Ayes: All. Nays: None. Motion passed.

Eubank made a motion supported by Schuster to pay the library bills for the month of July. Ayes: All. Nays: None. Motion passed.

## **DIRECTOR'S REPORT**

Taskin reported that circulation was up at Graubner and down at Kezar. Blevins included a breakdown in checkouts by department in the monthly statistics. Sergott requested that the figure for reference requests also be broken down by department. Yelick-Miller questioned why the total given under the "Checkouts by Department" did not match the total given under "Checkouts" and Blevins explained that this was due to renewals and

the fact that we check out materials from other libraries in the cooperative that may catalogue an item differently than we would.

Taskin informed the Board that Kiwanis had offered to purchase a rug for the Children's Room to use for story times held in the meeting room. She informed the Board that the Friends was once again offering scholarships for students in the community pursuing an MLS degree. Schuster informed the Board that the Friends would have nine gardens for the August 12<sup>th</sup> garden tour. Taskin told the Board that she had arranged for Charlaine Ezell of the Extra Edge to attend the August Board meeting to give her presentation and she would meet with the staff on the same day.

Taskin informed the Board that there had been some issues recently with patrons tutoring in the library. She said we do not currently have a written policy with regards to tutoring, but that it had always been the library's policy that it is acceptable to voluntarily tutor someone, but the exchange of money for tutoring services creates a problem. She further stated that the policy for use of the study rooms at Kezar specifically says that tutoring for profit can be done on a walk-in basis, but no advance reservations could be made. Taskin stated that tutoring at Graubner can be done at the tables in the public areas, or if the meeting room is available, patrons should be allowed access to it. The policy for paid tutoring is effective immediately.

Taskin distributed a sheet of proposed goals and the Board decided that it would be discussed at the next meeting after they had a chance to review them.

## **EMPLOYEE RECOGNITION OF EXCELLENCE AWARD**

There were two recipients of the annual Award of Excellence. Taskin presented the Award of Excellence to Patricia Cheney, and Harrison presented the Award of Excellence to William Blevins.

## **REPAIRS AND MAINTENANCE**

All Board members received an update from Pollock on the status of building repairs and other maintenance projects. Sergott mentioned that they appreciated receiving a monthly summary from Pollock along with pictures of the progress on repairs. Taskin pointed out that the masonry repairs on the corners of the building were complete and that the brick would eventually match the original brick on the building with time and aging. Taskin reported that the drop box had been moved and it seemed to be in a better spot than where it was previously located. Taskin reported that she is still waiting for a call back from the architect regarding the soffit repair. Harrison informed the Board that she and Pollock had met with an electrician at Kezar to obtain his appraisal of what would be involved in repairing the outside lights over the front door and other electrical issues. Taskin pointed out that there were also issues with lighting in the attic. Yelick-Miller asked about the status of the porch repairs at Kezar and Taskin stated that she had not looked into it yet.

Taskin reported that she had amended the Assistant Director's job description to include the statement that the individual in that position is employed by the Board of Trustees. The new job description also reflects the fact that with the creation of a position for Systems Manager, those duties would no longer fall to the Assistant Director, but would be managed by the Assistant Director. Sergott made a motion supported by Schuster to accept the Assistant Director's job description as presented. Ayes: All. Nays: None. Motion passed.

Taskin presented a proposed Internet and Technology Policy. Sergott asked why employees couldn't use the public computers to check their email and Taskin stated she thought it would lessen the amount of time the public would have for using the computers. Yelick-Miller suggested that any disciplinary action be spelled out in the policy, but Taskin said that she thought just a reference to the policy manual's disciplinary procedure would suffice. Sergott stated that she thought it should include the statement of "up to and including dismissal" because certain types of violations of the policy could actually be illegal and should be dealt with immediately without having to follow the many steps of the disciplinary procedure. Taskin referred to the section on "Security" pointing out that there was no way she could access anyone's email without their password, but Sergott stated that if the Board felt an employee was using their computer for illegal activities, they could obtain a subpoena and the library cooperative could access their email. Schuster suggested that the statement "Unapproved use of non-job related communications during the work day" be removed because it was redundant. Schuster also suggested that all employees be given a copy of the policy and asked to sign it. Wilson asked Taskin to find out about the feasibility of putting a cable in the break room to hook up a computer for employees to use to check their email. Taskin asked if they wanted to insert the stipulation "during work time" and Yelick-Miller stated that she would rather not because it would require policing whether employees are actually on break time or came in early to check their email.

Taskin reminded the Board that they had tabled discussion on the MERS Retiree Health Funding vehicle at the March meeting. Taskin recommended the Board consider the MERS plan because the library will be required to list the liability on its financial statements in 2008 and having a designated vehicle would offset the liability on the library's financial statements. Yelick-Miller stated that doing this through MERS would save the cost of having an actuarial study done. Taskin stated that she did get a bid of almost \$10,000 for an actuarial study. Sergott stated that the budget for this fiscal year would not accommodate this and suggested the Board reexamine it when budgeting for fiscal year 2007/2008.

Wilson stated that there would be no changes to the harassment policy at this time.

Schuster stated that she would present the results of the Employee Survey at the August meeting.

Yelick-Miller stated that she would respond to former Director, Marina Kruse's letter to the Board regarding her concern about health insurance costs for her spouse. The letter

would state that Kruse was given two options to choose from and she chose the more expensive option and that she is free to shop for a more inexpensive policy for her husband.

## **NEW BUSINESS**

Sergott made a motion supported by Eubank to request a 1.1582 millage to be levied on December 1, 2006. Ayes: All. Nays: None. Motion passed.

Sergott made a motion supported by Eubank to have .32 levied on Dec. 1, 2006 for debt service, expiration of 2008. Ayes: All. Nays: None. Motion passed.

Eubank made a motion supported by Reiz that current officers retain their positions along with retaining the same committee members for the upcoming year. Ayes: All. Nays: none. Motion passed.

Taskin pointed out that the date for election of officers was different in the by-laws than it was in the policy manual. The Board stated that the election of officers should take place at the June meeting and officers would start their positions in July.

Harrison presented bids she solicited from auditing firms and informed the Board that Plante and Moran had met with her and asked her questions and then decided to decline to bid on doing the library's audit. She also stated that she had not heard back from the Rehmann Group and that Buss and Company, the library's current auditor, had submitted a bid of \$4,800. Harrison suggested that the library specify a deadline for completing the audit. Yelick-Miller told Taskin that unless the Rehmann Group came in at a much lower amount, she should contact John Gideon of Buss & Company and accept their bid of \$4,800 with the stipulation that they meet the required deadline of September 15<sup>th</sup>.

Taskin submitted a list of Sundays for the library to be open and a list of holidays to be closed for the upcoming fiscal year. Sergott pointed out that May 27<sup>th</sup> was Memorial Day weekend and should not be included on the Sunday schedule. Taskin pointed out that the closed holiday schedule was not required by the union contract, but it would be a good idea for the Board to approve that also.

Wilson made a motion supported by Reiz to accept the Sunday schedule as presented with the exception of May 27<sup>th</sup>. Ayes: All. Nays: None. Motion passed.

Sergott made a motion supported by Eubank to accept the closed holiday schedule for 2005/2006 as presented. Ayes: All. Nays: None. Motion passed.

Wilson presented drafts of employment contracts for the Director and Assistant Director. Sergott made a motion supported by Eubank to accept the employment agreements for both the Director and Assistant Director. A roll call vote was taken. Reiz: Aye. Wilson: Aye. Sergott: Aye. Eubank: Aye. Yelick-Miller: Aye. Schuster: Aye. Taskin pointed out that the Assistant Director's salary was set prior to the contract being settled and

should possibly be reevaluated. Yelick-Miller requested Taskin put something in writing for the next regular Board meeting. The effective date of the agreements will be August 1, 2006.

Schuster reported that the Personnel Committee met June 26th, 29th and 30th to discuss the incident that occurred involving Harrison and one of the staff members. She stated that they had received Harrison's account of the incident as well as accounts from the witnesses of the incident but as of 6:00 PM, July 12, 2006 had yet to receive a statement from the employee involved despite repeated requests from the Personnel Committee. Schuster informed the Board that the Personnel Committee advised Taskin to conduct an investigation and keep the Personnel Committee updated. Yelick-Miller asked for an update from Taskin who stated she had nothing new to report on the investigation because the union was on shut down for two weeks. Taskin stated that the employee is on investigatory suspension and has been out ill since the incident. Yelick-Miller stated that a proper investigation cannot be conducted because the person has not responded to their requests and that she doesn't feel the union representative issue is a viable excuse, because the UAW representative has told them they do not attend to the employee at this level.

Sergott asked if they had solved the staffing problem in the absence of the person, and Taskin stated that they had been using substitutes. Yelick-Miller asked when they had received documentation of the illness. Taskin stated that the doctor's note was dated 6/26/06. Harrison asked if the doctor's note mentioned a time period for the employee's illness and Taskin stated that it said "until further notice". Yelick-Miller stated that the Board had not been kept up-to-date regarding Taskin's receipt of the certified letter from the employee involved in the incident. Taskin stated that her understanding from the Personnel Committee was that they were in a holding pattern pending the investigation results.

Taskin stated that generally vacation time needs to be approved and holiday leave time used before the individual can be given family medical leave. Yelick-Miller requested a breakdown on how much sick time, vacation, and holiday leave time this individual had remaining. Taskin questioned whether the Board was changing their strategy in dealing with the issue, and Wilson stated that they needed to know this information in order to determine if it was necessary to hire additional staffing. Taskin stated that she would get back with the Board with the exact numbers.

Harrison stated that she thinks the employee in question should be required to be reevaluated on some sort of timetable because we currently have two other employees on medical leave who are required to be reevaluated on a regular basis.

Taskin sent an email notifying the person she was on investigatory suspension on Friday, June 30<sup>th</sup>, following up with a certified letter requiring the doctor's documentation. The letter was signed for on Wednesday, July 5<sup>th</sup>. The doctor's note was dated 6/26/06 and received by certified mail by Taskin on July 5th. Taskin stated that the medical condition was not stated in the note and she questioned whether there may be some privacy issues involved in obtaining the information. Yelick-Miller asked if Taskin had verified that the person who signed the note is a practicing physician. Taskin stated that she didn't know how to verify if they were board certified. Yelick-Miller suggested Taskin contact a state regulatory commission to ascertain the doctor's credentials and specialty.

Yelick-Miller asked what our normal policy is regarding employee's notifying the library of sickness. Taskin stated that she has seen another doctor's note that was not very specific about the employee's condition; that they usually just state the time period the employee would need to be off. She stated that in the past the library usually talked to the person and hasn't always required a note.

Sergott requested that Taskin talk to the attorney and report back to the Personnel Committee. Sergott stated that they need to address hiring someone to cover the scheduling.

Wilson made a motion supported by Eubank that the Director should solicit legal counsel in this matter and suspend further discussion until such counsel has been obtained and reviewed with the Personnel Committee. Ayes: All. Nays: None. Motion passed.

Kezar Cleaning – Harrison asked our current cleaning company, Kristel Cleaning Company to submit bids on cleaning the Kezar Library both for a three-day week and a five-day week. Sergott made a motion supported by Schuster to accept the bid of \$854.00 per month less the 10% discount for five-days per week cleaning at the Kezar Library. Ayes: All. Nays: None. Motion passed.

Section H. of the agenda was deleted because the individual involved in the employee complaint had not attended the meeting to request a closed session.

Sergott made a motion supported by Reiz that the next regular monthly meeting, August 9, 2006 begin at 6:30 PM. Ayes: All. Nays: None. Motion passed.

Sergott informed the Board that Elite Landscaping had submitted a proposed garden design for renovating one of the garden beds in front of the library. Schuster reported that the Friends of the Library had approved paying up to a total of \$200 to purchase signs for the contractors who agree to renovate a section of the front gardens.

Sergott made a motion supported by Eubank to adjourn the meeting. Ayes: All. Nays: None. Motion passed.

Meeting adjourned at 9:50 PM.

Evva Schuster  
Board Secretary

Linda Feher  
Recording Secretary