

Regular Meeting
August 9, 2006

Present: Eubank, Reiz, Schuster, Sergott, Wilson, Charlaine Ezell
Absent: Yelick-Miller
Staff Present: Blevins, Fannon, Feher, Gunter, Harrison, Taskin

Eubank called the meeting to order at 6:30 PM.

INTRODUCTIONS

All present introduced themselves to Dr. Charlaine Ezell, Strategic Planning Consultant from The Extra Edge.

APPROVAL OF AGENDA

Schuster requested they add E. Energy Conservation and F. Nametags under Old Business. Sergott made a motion, supported by Wilson to approve the amended agenda. Ayes: All. Nays: None. Motion passed.

APPROVAL OF MINUTES

Sergott made a motion supported by Schuster to approve the minutes of the July 12, 2006 meeting. Ayes: All. Nays: None. Motion passed.

PUBLIC PARTICIPATION

Charlaine Ezell, from The Extra Edge, gave a 30-minute presentation on the proposed strategic planning process for the library.

FINANCIAL REPORT

June 30, 2006 Balance	\$1,901,060.16
July 31, 2006 Revenues	19,036.26
July 31, 2006 Expenditures	<u>141,322.57</u>
July 31, 2006 Balance	\$1,778,773.85
Debt Service Fund Balance July 31, 2006	79,325.59

Sergott gave the Board an update on the tax rebate the library owes Ford Motor Company. She told the Board that she met with the Bruce Township Treasurer, and the most current estimate of the library's first payment is \$233,491.63, which does not

include interest yet. She said that with the recent receipt of approximately \$36K in penal fines and the \$100K that had been earmarked for the Ford settlement, the shortfall is \$97,491.63. Sergott also pointed out that in the previous month, the library under spent by approximately \$31,253.79 which reduces the shortfall to \$66,247.84. She also stated that in the best case scenario the library would have 90 days to pay this amount and worst case would be within 75 days. Sergott stated that she would attempt to negotiate it be interest free if the balance is paid within 60 days.

Sergott also informed the Board that because Bruce Township had granted tax abatements to thirteen companies, the amount of revenue the library estimated they would receive this fiscal year could be approximately \$200K less than what was included in the budget .

Sergott recommended the Board not make any budget adjustments until the actual figures were received and not until they discuss all matters at a joint meeting with the Board President, Treasurer, Director, Assistant Director, Auditor and representative from Edward Jones in attendance.

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

In light of this financial situation, Sergott suggested that all discretionary spending be curtailed for the next three to six months. Schuster suggested the Board delay the strategic planning process which would cost \$10,000. Wilson suggested that the Director begin to put together a plan to show where the library can cut spending with the approximately \$66K shortfall looming.

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

Schuster made a motion supported by Wilson to send only one union employee, which is required by the union contract, to the annual MERS conference in September. Ayes: All. Nays: None. Motion passed.

DIRECTOR'S REPORT

Taskin reported that circulation was up at Graubner and down at Kezar. At the Board's request from the prior month's meeting, Blevins included a breakdown in reference questions by department in the monthly statistics. Taskin pointed out that Internet usage continues to grow and cataloging is up significantly.

Sergott questioned why purchasing for Kezar is so low when circulation at Kezar is increasing. She also asked why the Polish and German collections weren't out on the shelves yet. Taskin stated that the person who had been working on them had been out ill.

September Library Card Sign Up Month

Taskin informed the Board that September is “Library Card Sign Up Month”. She requested that they approve waiving the lost card fee of \$3.00 for the month of September to encourage those patrons who have lost their library cards to once again obtain a card. Sergott made a motion supported by Reiz to waive the fee for a lost library card in the month of September. Ayes: All. Nays: None. Motion passed.

Bond Levy Date Change

Taskin distributed a letter she had received informing district libraries of a change in bond levy dates that takes effect in 2007. She also included an updated schedule for debt retirement showing the cash flow schedule through 6/30/07.

Purchasing Procedures

Taskin presented a draft of proposed purchasing procedures. Sergott suggested the Board utilize the bid process for all purchases over \$3,000 rather than \$10,000. Wilson voiced concern over the use of “soft” language in the procedures instead of more definitive terms. Sergott also stated that purchases in excess of \$1,000 should use comparison pricing and receive Board approval, with the exception of library materials or emergency repairs. Sergott pointed out the absence of a procedure to double check the availability of funds against the annual budget. She also voiced concern that the procedure didn’t have any formal purchase order process using purchase order numbers and/or forms, rather than using “verbal” as the purchase order. Sergott requested they receive a running total each month for each budget line item in order to more closely track what had been spent thus far against what was budgeted, eliminating the need for numerous budget adjustments.

Wilson made a motion supported by Eubank to table a vote on the purchasing procedures until all the revisions have been made. Ayes: All. Nays: None. Motion passed.

Year in Review

Taskin distributed copies of annual reports from both the Children’s Department and Circulation Department, noting she did not have one from the Adult Service’s Department. The Board noticed how well prepared and informative the two reports were. Taskin stated that she was redesigning the annual report that is mailed out to the townships in an effort to make it more concise and easier to interpret.

Goals

Taskin distributed a reworked copy of her goals. She pointed out she had quantified her goals where applicable. Wilson stated she would like to see something in the financial management goals such as a plan to address the unexpected financial situation that had just been discovered and any recommendations for spending adjustments necessary to deal with their impact.

Sergott suggested Taskin change her goals for budget projections to 1, 3 and 5 years instead of 5 and 10 year budget projections.

Wilson voiced concern regarding the fact that there was nothing in Taskin's goals to address the ongoing problem of rebuilding the trust of the staff and repairing her relationship with them, especially in light of the results of the employee survey. Taskin stated that she thought she had dealt with that goal by implementing an employee recognition program, having regular, all-staff meetings and increasing documentation as suggested by the Personnel Committee. Taskin also stated that she thought it would be beneficial to her to meet with the Personnel Committee more often for guidance. Wilson reiterated that it was an extremely important problem and that Taskin's goals should have placed more emphasis on it.

Sergott clarified that the Personnel Committee had discussed having an outside source rework the library policy manual to insure the manual is in compliance with terms of the union contract and not have a staff committee do the work. Wilson stated that with the looming financial obligations and moratorium on discretionary spending, the Personnel Committee may have to work on the more important sections of the policy manual themselves and use legal counsel sparingly.

Other

Taskin reported that she had spoken with the Romeo DDA regarding the Friends and the DDA sharing the cost of banners in the downtown area promoting National Library Week. She also stated that the DDA told her they were hiring a co-coordinator who could quite possibly work out of the Kezar Branch, paying the library \$400-450 per month for use of the space. Reiz volunteered to represent the Board and meet with Taskin and the DDA to pursue the feasibility of this arrangement.

Taskin reported that a "No Skateboarding" sign had been installed on the ramp at Kezar. Taskin also informed the Board that a patron at Graubner had violated the library's internet use policy for minors by stealing a guest card from Kezar and using it to view pornography in the children's room. She stated that the patron had been turned over to the police. Sergott questioned what kind of security the library had for guest cards and Harrison informed the Board that she and Blevins were looking into the best way to track all guest cards on a daily basis. Sergott suggested our policy manual have some definitive guidelines for staff to follow when dealing with these types of situations.

OLD BUSINESS

Repairs and Maintenance

All Board members received an update from Pollock on the status of building repairs and other maintenance projects.

Taskin informed the Board that she was meeting the next day with the architect regarding the soffit repair.

Taskin pointed out the amount of work Pollock had been doing on repairing the garden gate. Sergott asked if the library could bill Kruse Construction Company for destroying the lock. Sergott questioned how patrons would exit the garden in the event of a fire if the garden gate is locked. Taskin stated that the Fire Department had approved locking of the gate when Graubner Library was originally built.

Taskin informed the Board that she had contacted the original contractor, Waterford O'Brien Construction Co., who had worked on the ramp at Kezar, but that he had not returned her call. She suggested going out for bids if she didn't hear back from them.

Employee and Volunteer Technology Use Policy

Sergott questioned why we allowed email access at the circulation desk. Taskin stated that email can be an efficient form of communication with staff, but that it had always been understood that personal email was prohibited. Blevins stated that removing the Internet from the circulation desk computers would be relatively easy, but restricting it to just the library's website would be a little more involved, but not impossible. Taskin stated that she had spoken with the head of circulation and Swanwick indicated it would make her job easier if she was not required to police internet usage at the circulation desk.

Taskin stated that she had investigated the feasibility of installing a computer for staff use in the break room. Blevins had suggested the library make a wireless-ready laptop available for staff to use. Eubank suggested we upgrade the laptop currently at Kezar with a wireless card. Blevins stated he would look into the cost of a wireless card for the laptop. Wilson requested that enforcement of the new policy not take place until the equipment is in place for staff use. Blevins reported that the connection in the break room was not working properly. Harrison suggested we find a temporary location for the current computer equipment that is not operational in the break room, possibly in the computer room.

Sergott made a motion supported by Wilson that the Employee and Volunteer Technology Policy go into effect on September 15, 2006. Ayes: All. Nays: None. Motion passed.

Employee Contracts

Wilson presented final drafts of the Director's and Assistant Director's employment contracts. Taskin questioned what revisions had been made and Sergott pointed out that the only change was the addition of the clause stating both employees are at-will employees of the Board. Wilson made a motion supported by Schuster to accept the final draft of the employment contracts. Ayes: All. Nays: None. Motion passed. The final contracts will be signed upon the return from vacation of President, Julie Yelick-Miller.

Employee Survey

Sergott distributed a compilation, with a flowchart design, of all the employee surveys that were received after the spring in-service. She recommended that each category be worked on separately until completed, but stated that there were some categories that could possibly be worked on simultaneously. She felt that once completed, employee morale would improve. Schuster had compiled the quantitative results of individual questions and that was included as a separate page. Both Sergott and Schuster thought it notable that the library pages seemed to be the most satisfied employees. Sergott also pointed out that most staff members indicated they would appreciate having a PPO as a health insurance option.

Schuster made a motion supported by Sergott that the Director work on an outline of solving the problems and implementing changes and improvements with a preliminary draft by August 25th for the Board, Assistant Director, and Department Heads with a final draft included in the Board packets on September 8th. Ayes: All. Nays: None. Motion passed.

Schuster made a motion supported by Sergott that the Director check with staff on which equipment needs fixing or tuning, giving the Systems Manager the responsibility of pinpointing the problems with the equipment, with a progress report from the Director on this issue for the regular meeting in September.

Energy Conservation

In an effort to save money and set a good example for the community, Schuster suggested staff become more aware of the need for energy conservation, increasing the temperature settings so that the building is not so cold, turning off unnecessary lights, installing more energy efficient bulbs at Kezar on the stairs to the basement, and turning off computers when the library is closed.

Nametags

The Personnel Committee requested that all staff members wear their nametags so that patrons know who they are dealing with. Schuster and Sergott requested that the Director enforce the nametag policy. This was a follow-up on the recommendation given by the

Personnel Committee at a meeting on July 20th which they noticed had still not been reinforced.

NEW BUSINESS

Each Board member received a revised copy of the by-laws and organization chart. Taskin stated that the revisions were required because the by-laws and policy manual were in disagreement on the election of Board officers. Sergott made a motion supported by Wilson to accept the change that the officers shall be elected at the June meeting, for a term of one year beginning on July 1st. A roll call vote was taken. Schuster: Aye. Wilson: Aye. Eubank: Aye. Sergott: Aye. Reiz: Aye. Motion passed.

Sergott made a motion supported by Reiz that on page two of the Romeo District Library policy manual a change be made to the second sentence under Duties of the Library of Trustees to read: "At the annual meeting in June the board shall elect a president, vice-president, secretary and treasurer to serve for one year, beginning July 1." A roll call vote was taken. Schuster: Aye. Wilson: Aye. Eubank: Aye. Sergott: Aye. Reiz: Aye. Motion passed.

Taskin recommended that the thirty-hour position of Children's Librarian be increased to a forty-hour position, beginning August 14, 2006. Harrison stated that she had budgeted for the forty-hour position for the fiscal year. The Board was in agreement with the change.

Schuster made a motion supported by Reiz that the strategic plan be postponed until January or February. Ayes: All. Nays: None. Motion passed.

Sergott requested an update on the absentee employee. Taskin stated that the employee is on Family Medical Leave and that she had been given a date of August 26, but the attorney had advised Taskin that it could be extended. Taskin stated that she had prepared a posting for a temporary position and it was her recommendation that she go ahead and post the position.

Schuster asked for clarification on when the Family Medical Leave began and how it had been requested. Taskin stated that the leave began on July 17th and that Taskin had written a letter to the employee stating that the leave would begin to use Family Medical Leave at the advice of the library's attorney. Schuster questioned why the library had to take the step of informing the employee of the designation of Family Medical Leave, rather than the employee requesting it. Taskin said either way was allowable. Sergott asked if Taskin had received the documentation that was required of the employee and Taskin stated that she had received some. Sergott asked if the Board President and the Personnel Committee would be given access to the documentation and Taskin stated that she still had to get clarification from the attorney regarding the confidentiality of medical information. Wilson asked if the employee had given an estimated duration of illness or when she was planning on coming back and Taskin said the projected date was two months from the June 26th date which would put it at August 26th. Sergott asked what

would happen if the employee didn't return on that date, and Taskin said that the employee could request an extended leave and it would be at the Director's discretion whether to approve it.

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

Meeting adjourned at 9:40 PM.

Evva Schuster
Secretary

Linda Feher
Recording Secretary