

Regular Meeting
September 13, 2006

Board Members Present: Eubank, Reiz, Schuster, Sergott, Wilson, Yelick-Miller

Staff Present: Feher, Harrison, Cooley

Others Present: John Gideon, Representative from Buss & Company

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

Yelick-Miller introduced John Gideon, representative from the auditing firm of Buss & Company.

Yelick-Miller requested that the presentation of the audit be moved to after the approval of all minutes. She also requested that the agenda be amended to add letter E. Probationary Period for Margie Harrison under IX. New Business. Eubank made a motion supported by Schuster to approve the amended agenda. Ayes: All. Nays: None. Motion passed.

Sergott made a motion supported by Eubank to approve the minutes of the Regular Meeting of August 9th. Ayes: All. Nays: None. Yelick-Miller abstained from voting because she did not attend that meeting. Motion passed.

Sergott made a motion supported by Schuster to approve the minutes of the Special Meeting of August 17. Ayes: All. Nays: None. Eubank abstained from voting because she did not attend that meeting. Motion passed.

In the draft minutes from the Special Meeting of August 25th, Yelick-Miller stated that she felt the sentence regarding the health care benefits granted to Taskin was not clear. Feher indicated she would redo the sentence so that it was clear that Taskin was awarded a total of six months family health care coverage. Sergott made a motion supported by Schuster to accept the amended minutes of the Special Meeting of August 25th. Ayes: All. Nays: None. Motion passed.

John Gideon presented the audit report for fiscal year 2005/2006 and Buss & Company's recommendations to the Board for any changes or improvements needed in the library's recordkeeping methods. He informed the Board that the library had received an unqualified audit, which was the most desirable outcome of an audit.

FINANCIAL REPORT

July 31, 2006 Balance	\$1,778,773.85
August 31, 2006 Revenues	53,225.45
August 31, 2006 Expenditures	<u>137,845.39</u>
August 31, 2006 Balance	1,694,153.91
Debt Service Fund Balance August 31, 2006	81,216.49

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

LIBRARY BILLS

Eubank made a motion supported by Reiz to pay the Library Bills for the month of September. Ayes: All. Nays: None. Motion passed.

DIRECTOR'S REPORT

Harrison reported that circulation at Graubner was up, but the number of people coming into the library was down and the opposite was true for Kezar. The number of people coming into Kezar had doubled from the prior year and computer usage was up at Kezar also.

Eubank made a motion supported by Reiz that future agendas would place letter A. Repairs and Maintenance under IX. Director's Report. Ayes: All. Nays: None. Motion passed. There was no discussion of Pollock's report because it was self-explanatory.

OLD BUSINESS

Purchasing Procedures

Harrison requested that rather than revising the purchasing procedures that Taskin submitted, she would prefer to rewrite the entire policy. She informed the Board that she would like to change the way materials are ordered, and she informed them of a collection development tool that costs approximately \$2,000 and would free up a lot of time for librarians and technical services staff in choosing and purchasing items for the library's collection. She said that by mid-October it would be possible to take everything that was ordered using this new tool and download it into the catalog, which would completely eliminate a step in the process. Yelick-Miller asked where in the budget Harrison would find the money to subscribe to this and she suggested they had a bank of money in the co-op fund that could be used or quite possibly from the line item for magazines.

Investment Policy

Sergott made a motion supported by Eubank that the investment procedure policy be adopted and included in the Romeo District Library policy manual and reviewed annually at the regular Board meeting in June. Ayes: All. Nays: None. Motion passed.

NEW BUSINESS

Revisions to Computer Guest Card Procedures

Harrison reported that our current filtering system filters out email and games and she was concerned that they would lose a large segment of teenaged patrons because of it. She informed the Board that she was familiar with a better filtering system, which the library could purchase, that would solve the problem for approximately \$30 per month for Graubner and \$20 per month for Kezar. She also mentioned that another option for Kezar was to query the teens to find out which sites they would prefer and Blevins could reconfigure two or three of the computers for only those sites, but that option would leave fewer computers for adults to use. Yelick-Miller and Sergott stated they thought the easiest thing to do would be to obtain the new filtering system. Harrison will check into obtaining the new filtering system.

Snow Removal Contract

Harrison mentioned that she would prefer hiring our current landscape company, Elite Lawnscape, to do our snow removal. She stated that she prefers to build a relationship with one company rather than switching each year. She was aware that in the past Elite had used too much salt, but she thought they were always amenable to any suggestions for correcting problems. Feher mentioned that the library had received many reports last year of patrons and staff falling due to the new company using too little salt. Yelick-Miller stated that that was much more undesirable and suggested Harrison get at least three bids for snow removal. Feher reminded the Board that they would have to add Kezar this year to any snow removal contract.

Lee National Denim Day

Harrison requested approval to participate in National Denim Day on October 5th and 6th, which raises money for breast cancer awareness by allowing any staff member who wishes to donate to the cause to wear jeans or other denim clothing on those days. The Board approved her request. Kathy Fannon will coordinate the donation collection again this year.

Library Credit Card Policy

Harrison requested approval to obtain a business credit card for library purchases. The auditor recommended the library have two staff members approved for use of the credit card and Yelick-Miller suggested Harrison and Feher. Yelick-Miller recommended contacting both Huntington and National City, banks with which the library currently does business, to find out what type of business credit card terms they offer.

Harrison's Probationary Period

Sergott made a motion supported by Reiz to end Harrison's probationary period as of September 13, 2006. Ayes: All. Nays: None. Motion passed.

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

The meeting adjourned at 8:30 PM.

Evva Schuster
Secretary

Linda Feher
Recording Secretary