

Regular Meeting
October 11, 2006

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

Board Members Absent: Schuster

Staff Present: Julie Audo, Linda Feher, Marjorie Harrison, Chuck Schacht

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

Wilson requested the agenda be amended to include under New Business, D. Board Representative for Union Negotiations. Sergott requested an addition under Old Business, E. Ford Motor Company vs. Bruce Township. Eubank made a motion supported by Reiz to approve the amended agenda. Ayes: All. Nays: None. Motion passed.

Sergott made a motion supported by Wilson to approve the minutes of the regular board meeting of September 13, 2006. Ayes: All. Nays: None. Motion passed.

Sergott made a motion supported by Wilson to approve the minutes of the Special Meeting of September 29, 2006. Ayes: All. Nays: None. Reiz and Eubank abstained from voting because they did not attend that meeting. Motion passed.

PUBLIC PARTICIPATION

Julie Audo read a letter to the Board of Trustees, signed by several employees thanking them for their hard work in resolving recent personnel issues.

FINANCIAL REPORT

August 31, 2006 Balance	\$1,694,153.91
September 30, 2006 Revenues	9,211.83
September 30, 2006 Expenditures	<u>185,138.31</u>
September 30, 2006 Balance	1,518,227.43
Debt Service Fund Balance September 30, 2006	63,073.99

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

LIBRARY BILLS

Sergott made a suggestion that the library bills be paid by the end of each month in order that the bill report could be included in the library packet and all board members would be able to review them prior to the meeting. Yelick-Miller and Eubank stated that they didn't think this was necessary because there were enough controls in place for payment and approval of the bills between Feher, Harrison and Sergott. The general consensus was that the bills would continue to be done on the same schedule as has always been used.

Wilson suggested the Board increase the coverage for Director's and Officers' Insurance. Feher stated that she had not heard back from Buhl Insurance before the board meeting in order to have rates for increased coverage available, but that Buhl had suggested the library pay the current bill, and any additional insurance could be paid for once the rates were established and the policy amended.

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

DIRECTOR'S REPORT

Harrison pointed out that circulation at both libraries had increased dramatically from last year. She also pointed out that, with the addition of DVD's at Kezar, checkouts of DVD's had increased to 74.

Harrison stated that Blevins had tested the iPhantom filtering system at Chesterfield Library but she would like to test the filtering software herself because she has concerns about filtering out websites that patrons may want. She stated that she is concerned for the rights of the patrons. The Board decided to allow Harrison to test the filtering system for one month.

OLD BUSINESS

Purchasing Procedures:

Harrison told the Board that before she submits her policy for purchasing procedures she would like to propose a financial plan that includes bidding, ordering, credit card policy, etc. with the purchasing procedures at the end of the plan. She stated that hopefully she would have Title Source, the new acquisitions software, in place so that she can evaluate that and then she could submit the entire plan to the Board for approval at November's regular meeting. Yelick-Miller asked Harrison if she wanted to have the credit card policy portion of the financial plan approved so that she could get that in place immediately. Harrison said that she had received all the application information from both Huntington and National City banks, but that both banks needed proof of the library

having a written policy in place before they would approve a business credit card. Yelick-Miller voiced her concern for having anyone other than the Administrative Assistant or the Director having access to the credit card. Reiz suggested that the library have two credit cards in the library's name with one credit card having the Administrative Assistant's name on it and the other having the Director's name on it.

Sergott made a motion supported by Eubank to accept the credit card transaction policy for ordering goods and services, after the removal of the phrase "or an employee designated by the Director" from item 2. Ayes: All. Nays: None. Motion passed.

Snow Removal Contract:

Harrison stated that she had received 5 bids for snow removal and that she had selected Elite Lawnscape's proposal, which was comparatively the lowest bid.

Probationary Period for Margie:

Yelick-Miller stated that last month's motion to end Margie's probationary period as of September 13th was done erroneously, but that since the correct date of the end of her probation was supposed to be October 6th, the date had already passed so there was no need to correct the erroneous motion.

Ford Motor vs. Bruce Township:

Sergott and Harrison had attended an informational meeting at Bruce Township that consisted of all parties involved in the lawsuit. The purpose of the meeting was to ascertain how all of the parties felt. The general consensus was that each party should go back to their Board to decide whether they wanted a physical audit done. Harrison stated that the physical audit was going to be rather costly; in the range of \$50,000. Harrison also stated that the library's auditor had recommended that before we do a full blown physical audit, Buss & Company should examine the documents to make sure they are correct. Joe Brandenburg of Buss & Company recommended that, at the very least, he and library representatives should sit down with Bruce Township officials and have them explain how they arrived at the figure owed by the library.

Sergott made a motion supported by Eubank that the Board of Trustees direct the Director to follow the recommendations of our auditor on verification of repayment. Ayes: All. Nays: None. Motion passed.

Approval of Audit:

Harrison informed the Board that at September's regular meeting the Board did not make a motion to accept the audit that was presented by Buss and Company. Eubank made a motion supported by Reiz to approve the audit for fiscal year 2005/2006. Ayes: All. Nays: None. Wilson: Abstained. Motion passed.

Strategic Plan:

Sergott made a motion supported by Eubank that the Director endeavor to get out of the contract that was signed with the Extra Edge for doing the strategic plan. Ayes: All. Nays: None. Motion passed.

Personnel Committee Recommendations:

Harrison presented a proposal for creating a job description for Branch Librarian for the Kezar Branch. She stated that she wanted to present this to the Board before they go into union negotiations with the new bargaining unit because this position would fall under that new unit. Yelick-Miller questioned whether the library assistants would be at Kezar on a rotating basis. Harrison stated that she would eventually like to have one library assistant who would spend most of his/her time at Kezar, quite possibly the position having more responsibility than the present library assistants have. **Chuck Schacht was asked to give his opinion because of his tenure at Kezar.** Schacht stated that he thought it was highly important that the circulation staff member and the Branch Librarian have a good working relationship and the Branch Librarian have a voice in who to hire as library assistant. Harrison stated that the Personnel Committee and she wanted to commit to making Kezar a full service branch. Yelick-Miller was concerned that this had been tried in the past and failed. Schacht pointed out that the difference this time was that we now have a Director who is fully committed to making it work whereas in the past we didn't. Sergott stated that she didn't think either of the two former directors put enough effort into insuring success of Kezar and she feels they have to make a commitment to the building. Wilson stated that in order for it to succeed, there must be commitment and continuity to the branch and that is more likely to happen with someone who has ownership of the branch and is there all the time.

Wilson made a motion supported by Sergott to authorize the Director to develop a new position for Branch Librarian for the Kezar Branch. A roll call vote was taken. Wilson: Aye. Sergott: Aye. Eubank: No. Yelick-Miller: Abstain. Reiz: Aye. Motion passed.

Harrison stated that the library needs someone to supervise Technical Services because in the past the Assistant Director supervised Technical Services staff, but without an Assistant Director, the responsibility falls to the Director. She also stated that she doesn't foresee a need for an Assistant Director in the near future. She recommended that they add a supervisory component to the Systems Manager's job description because the nature of the supervisory responsibilities requires a degree in library science. Yelick-Miller was concerned about the increase in Blevins' workload, and Harrison said that she would not schedule Blevins on the reference desk any more unless it was absolutely necessary. Yelick-Miller stated that she thinks Blevins should still keep a hand in on the reference desk so that he doesn't lose touch with librarian skills and patron needs. Harrison agreed that he should still have that connection.

Harrison also stated that Blevins would have to be moved into the new unit for supervisors, and she would have to make that a negotiating factor to have his position

moved from one unit to the other. Harrison stated that technical+ services staff would still report to the head of circulation for circulation duties, and Blevins would oversee their work when doing technical services duties.

Eubank made a motion supported by Reiz to add a supervisory component to the Systems Manager job description. Eubank: Aye. Reiz: Aye. Wilson: Aye. Sergott: Aye. Yelick-Miller: Abstain. Motion passed.

Union Representative for Upcoming Union Negotiations:

Wilson stated that due to personal circumstances she could not fulfill her duties in the upcoming negotiations and requested a replacement for her. Reiz volunteered to replace Wilson on the Board's negotiating team with Yelick-Miller as an alternate.

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

Meeting adjourned at 8:50 PM.

Evva Schuster
Board Secretary

Linda Feher
Recording Secretary

