

Regular Meeting
December 13, 2006

Board Members Present: Eubank, Schuster, Sergott, Yelick-Miller, Wilson
Board Members Absent: Reiz
Staff Present: Fannon, Feher, Harrison
Others Present: RaeAnne Ziehmer, ADP Payroll Services

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

INTRODUCTIONS

Everyone present introduced themselves to RaeAnne Ziehmer of ADP.

APPROVAL OF AGENDA

Sergott made a motion supported by Eubank to move the ADP Payroll Services presentation to after the approval of the minutes. Ayes: All. Nays: None. Motion passed.

APPROVAL OF MINUTES

Schuster made a motion supported by Wilson to approve the minutes of the November 8, 2006 regular meeting. Ayes: All. Nays: None. Motion passed.

PUBLIC PARTICIPATION

Fannon asked the Board what their goals for the coming year were. Sergott stated one of hers was improving the lighting in the parking lot next year. Yelick-Miller stated that everyone's goal was to work together to have a productive year and everyone work together in harmony. She suggested Board members could email their goals to Fannon.

NEW BUSINESS

ADP Payroll Service: RaeAnne Ziehmer gave a brief presentation on the ADP payroll system that Harrison is considering implementing at the library. She informed the Board that the cost of the services would be \$165.70 per payroll. Harrison stated that we currently pay approximately \$43.00 per payroll. ADP's charges cover an electronic timekeeping system, payment of all required taxes, where ADP takes on the liability for all those taxes; W-2 end-of-year forms and extensive training. Ziehmer informed the Board that there is no contract to sign and the service may be discontinued at any time.

Sergott made a motion supported by Wilson that the Director enter into an agreement with ADP payroll services beginning the first of the year. Ayes: All. Nays: None. Motion passed.

FINANCIAL REPORT

October 31, 2006 Balance	\$1,363,049.90
November 30, 2006 Revenues	6,256.92
November 30, 2006 Expenditures	<u>167,230.86</u>
November 30, 2006 Balance	1,202,075.96
Debt Service Fund Balance November 30, 2006	63,066.04

Sergott pointed out that the figures at the bottom of page 2 of the monthly report did not match and that Harrison had a call in to Janice Labon requesting an explanation for the error, but that Janice had not gotten back to Harrison yet.

Both Sergott and Harrison mentioned that they would prefer the monthly Financial Report be done by the accrual method in the next fiscal year.

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 Wilson, to pay the bills for the month of December. Ayes: All. Nays: None. Motion passed.

DIRECTOR'S REPORT

Harrison informed the Board that she had met with Chris DeBeer of Library Design to obtain ideas on accommodating CD's/DVD's at Kezar. Chris told Harrison that his recommendation was to turn the North wall into a media area, and he stated that there are modular CD shelves which are moveable which would allow any future rearrangement of the collection without additional cost. Yelick-Miller stated she would rather have the CD's and DVD's poorly displayed for now and wait until the Branch Librarian is in place before expending capital. Harrison stated that the CD's for Kezar have already been purchased and they are ready to go over there, and she prefers not to wait until a Branch Librarian is in place before making the decision. Schuster and Sergott were in favor of getting the shelving now stating that since the units are moveable, if a Branch Librarian decides there's a better place to display them, then they can be easily moved without further expense.

Sergott made a motion supported by Schuster that Harrison come back to the Board when she has a firm price on the shelving before deciding to purchase it. Ayes: Yelick-Miller, Sergott, Schuster, Wilson. Nays: Eubank. Motion passed.

Sergott questioned why there were only two Readers Advisories listed in the statistics for Kezar for the month of November. Fannon interjected that the librarians do not always keep an accurate tally of the statistics at Kezar. Harrison stated that hopefully when the Branch Librarian is in place that will change and keeping accurate statistics will be a regular part of the opening procedures.

OLD BUSINESS

Yelick-Miller asked the status of the Internet filtering system on the library computers. Harrison stated that Blevins was first going to organize the system (labeling wires, etc.) in the computer room and then test the filtering system while Harrison is on vacation and when she returns she will test it also. Schuster suggested there should be different guest cards for adults and teens.

Eubank questioned how RDL was going to handle Ray Township residents in the interim before they actually join the cooperative. Harrison reported that she had spoken with Charlie Boehm, Ray Township Supervisor, and he admitted to having misspoken to the newspaper when he stated Ray residents will be given cards by Romeo and Armada libraries. Harrison informed the Board that she had a Directors' Council meeting the next day and this subject was on the agenda. She said she would report back to the Board on the general consensus of the cooperative Directors, but that Tammy Turgeon had already indicated to Harrison that she did not want to extend the privilege before Ray Township Library has actually completed the process of joining the cooperative. Harrison also told the Board that RDL's circulation staff felt that it would be OK to extend the early privilege to school students in the interim.

NEW BUSINESS

Purchasing: There was some discussion of professional services with regard to the competitive bidding process and how that should be reflected in the Purchasing Policy. Sergott suggested that letters G. and H. should be combined.

Wilson suggested that letter j. read "contracts for professional services in amounts less than \$10,000".

Yelick-Miller had a question regarding purchasing requests on page two of "Procedures". She asked if all requests were going to flow through Harrison. Harrison pointed out that this was only for items that were not included in the departmental budgets, but that affect the overall budget. Step 3 should state that the actual purchase of the items would be done only by Administrative staff.

Sergott made a motion supported by Eubank to adopt the Purchasing Policy and Procedure with changes as noted at this meeting. Ayes: All. Nays: None. Motion passed.

Timekeeping: Harrison distributed a revision of the current timekeeping policy. Yelick-Miller asked how this fit with the terms of the union contract. Sergott stated that the current policy reads that an employee must record his or her time on a day-to-day basis; that this would only be a different method of recording an employee's time from the paper timesheet that is currently being used. Harrison informed the Board that the electronic timekeeping system was a component of the new ADP payroll system and without it we would not be utilizing the system to the fullest extent.

Yelick-Miller stated that she preferred the last sentence of the policy be clarified to state that only the employee can input their own time, not their supervisor, and that only Harrison or Feher would have the ability to change what is recorded. It was decided to change the words "or their supervisor" to "and verified by the Administrative Assistant or Library Director."

Sergott made a motion supported by Schuster to adopt the Timekeeping Policy as amended. Ayes: All. Nays: None. Motion passed.

Unattended Children at Closing Time: Harrison presented a policy on how to handle children left at the library at closing time stating that she had looked at other libraries' policies and discussed the issue with staff members and the policy she presented was a consensus of staff members. Harrison informed the Board that she had talked to the Macomb County Sheriff regarding legal responsibility and she was told there is no age at which you can't leave your child alone at the library, but that obviously we should use our best judgment and call the Sheriff's office if we felt uneasy about leaving a child unattended after closing the library. The general consensus of library staff was that anyone under 16 years of age should not be left alone after library closing. Harrison stated that she would run the policy by the Department Heads at their next meeting to verify if her written policy contained everything they had discussed with regards to this issue before bringing it back to the Board for final approval.

Yelick-Miller made the suggestion that this policy be handed out every time a child receives a library card. Harrison suggested we add this to our "Code of Conduct" policy that is posted in both libraries.

Yelick-Miller asked about the status of the painting of the community rooms and Harrison stated that she had not put it on the agenda because the bids were all under \$1,000. She informed the Board that she had chosen a company called Precise which was the lowest bidder and the one that Pollock recommended also. Yelick-Miller reminded Harrison to make sure that they had a Certificate of Insurance and Proof of Workmen's Comp Insurance on file before beginning work.

Wilson made a motion supported by Sergott to enter into Closed Session for the purpose of discussing union negotiations. Ayes: All. Nays: None. Motion passed. Board entered into Closed Session at 8:45 PM.

Eubank made a motion supported by Wilson to end the Closed Session. Ayes: All.
Nays: None. Motion passed. Closed Session ended at 9:06 PM.

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

Meeting adjourned at 9:06 PM.

Evva Schuster
Board Secretary

Linda Feher
Recording Secretary

