

February 14, 2007  
7:00 PM

Board Members in Attendance: Wilson, Reiz, Yelick-Miller, Schuster  
Board Members Absent: Eubank, Sergott  
Staff Present: Audo, Cooley, Feher, Harrison, Pollock, Yochim  
Public in Attendance: Mike Drugach, UAW; Charlene Ezell, The Extra Edge; Ian Morse, General Controls; Chet Pietrom, Heights Heating and Cooling

Yelick-Miller called the meeting to order at 7:07 PM.

The Board members introduced themselves to all present.

Harrison requested additions to the agenda under New Business of Ian Morse from General Controls and C. Payroll Error. Yelick-Miller suggested they move General Controls' presentation to the beginning of the agenda after Charlene Ezell's presentation.

Wilson made a motion supported by Schuster to approve the agenda as revised. Ayes: All. Nays: None. Motion passed.

Schuster made a motion supported by Reiz to approve the minutes of the January 16, 2007 Regular Meeting. Ayes: All. Nays: None. Motion passed.

Schuster made a motion supported by Reiz to approve the minutes of the Executive Session of January 16, 2007. Ayes: All. Nays: None. Motion passed.

**Strategic Planning** – Charlene Ezell requested that the Board look at the library's mission statement and decide if the current one fits the library's needs at this time. She stated that she had met earlier in the day with the staff members who are in the data collectors group. She said they were on track to conduct the written survey in April, select focus groups would meet in May, and the Board planning retreat would occur in early June or any time thereafter.

**Heating System Problems** – Ian Morse of General Controls gave the Board a summary of what his company had discovered in the course of working with Pollock over several weeks on the boiler/heating problems at the library. He stated that in his opinion the boiler that was installed was of insufficient capacity to handle heating of the entire building, and that in any case, a second backup boiler should have been installed also. Chet Pietrom of Heights Heating and Cooling recommended the Board agree to a survey of the current system to determine precisely what will have to be done to correct the

existing problems. He gave the Board a ballpark figure of \$5,000 for the survey. The Board requested a formal proposal from his company be sent to Harrison. After receipt of the formal proposal, the Board will conduct a telephone vote on accepting the proposal.

### **FINANCIAL REPORT**

December 31, 2006 Balance	\$1,091,843.58
January 31, 2007 Revenues	539,567.05
January 31, 2007 Expenditures	<u>129,062.28</u>
January 31, 2007 Balance	1,502,348.35
Debt Service Fund Balance January 31, 2007	144,279.82

Yelick-Miller pointed out that the figure on the Edward Jones account sheet did not match the figure at the bottom of the Disbursement sheet. She requested that Harrison call the bookkeeper to get an explanation from her.

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

### **LIBRARY BILLS**

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

### **DIRECTOR'S REPORT**

Harrison pointed out that they were still having trouble with the people counter so the numbers were not accurate. She pointed out that circulation continues to increase each month. Harrison noted that she had made a typographical error in the amount that will be due to Bruce Township for refund taxes. The correct number should be \$265,000, not \$165,000 which could be due as soon as March. The library will then be given 30 days to pay the entire amount without incurring any interest. She told the Board that she had set aside \$300,000 in a CD that would be maturing at the end of March for payment of the refund taxes.

### **PERSONNEL COMMITTEE'S REPORT**

Wilson stated that she and Schuster had met with Harrison on February 1st to work on an updated job description and employment agreement for Feher. They also discussed conducting a follow-up to the employee survey that had been done at last year's spring in-service in order to determine if there were any repeated areas of concern and to hopefully look for improvement in those areas.

## **OLD BUSINESS**

**Timekeeping Policy** – Wilson reported that they had met earlier that day for Step 3 of the grievance procedure and they determined that additional discussion needed to occur to address any questions and areas of concern with the timekeeping policy to insure compliance with the union contract and protection of employee rights. Wilson will set a date for a subsequent meeting to explore the specific areas of concern.

**Employment Agreement** – Harrison submitted a revised employment agreement for the Administrative Assistant's job description, noting she had made a minor change to what had been included in their board packets. Under Section 15 which grants the employee three months continuation of health care by the library in the event of termination, Harrison pointed out that the employee currently has the option of either participating in the health care plan or receiving an opt out amount for not participating. Therefore, she had added "or remunerated at 60% of the cost of insurance", incorporating the same language as found in the union contracts. Yelick-Miller asked for clarification on the employee's compensation with regards to cost of living increases and merit increases. Wilson stated that it was the Personnel Committee's recommendation that the employee be guaranteed an annual cost of living increase in addition to a possible merit increase dependent upon the results of an annual performance review.

Wilson made a motion supported by Schuster to approve the employment agreement as revised. Ayes: All. Nays: None. Motion passed.

Harrison pointed out that she had included a copy of the revised job description upon which the employment agreement was based. Wilson made a motion supported by Schuster to accept the revised job description. Ayes: All. Nays: None. Motion passed.

Wilson made a motion supported by Schuster to go into Executive Session to discuss union negotiations. Ayes: All. Nays: None. Motion passed.

The Board entered into Executive Session at 8:06 PM.

~~Schuster made a motion supported by Wilson to return to Open Session. Ayes: All. Nays: None. Motion passed.~~

The Regular Meeting resumed at 8:25 PM.

Schuster made a motion supported by Wilson to return to Open Session. Ayes: All. Nays: None. Motion passed.

**Unattended Children at Closing** – Harrison made some minor clarifications to the policy which had been distributed at the last meeting. Reiz made a motion supported by Schuster to accept the new Unattended Children at Closing Policy. Ayes: All. Nays: None. Motion passed.

Schuster suggested the policy be posted in both libraries, and Yelick-Miller suggested it be distributed to parents when their children receive a library card.

#### **NEW BUSINESS:**

**Soffit repair** – Harrison submitted two bids for soffit repair that were received from Triple T Construction Company and Wing Construction Company. Yelick-Miller asked Pollock's recommendation on Triple T Construction since he had experience working with them before on the building's brickwork, and he stated that he was very pleased with their performance and willingness to work with him. He stated that he wasn't familiar with Wing Construction Company but that he had met with them. Both bids came in under \$15,000, with Triple T's being slightly lower than Wing Construction's.

Wilson made a motion supported by Reiz to accept the bid from Triple T Construction Company for the soffit repair. Ayes: All. Nays: None. Motion passed.

**Kezar Shelving Proposal** - Harrison reported that she had received a bid from Library Design for the shelving at Kezar. She told the Board that the Friends of the Library had offered to pay the entire cost of the shelving and the drawers. Schuster added that the Friends had agreed to donate \$9500 for various items in addition to the shelving. Harrison reported that with the additional funds, they were going to purchase three dehumidifiers for Kezar, large bookends for both Adult Services and Children's Services, Teen Summer Reading Program items and the fireplace screen.

**Payroll Error** - Harrison reported that since ADP was now doing payroll, it had been discovered that two employees who pay for a portion of their health care costs had smaller deductions taken for Social Security and Medicare taxes than had been taken in the past using the library's QuickBooks system. Harrison stated that apparently when QuickBooks was originally set up, it was set up incorrectly with regard to this deduction and the library had been withholding too much. Feher informed the Board that she had spoken with one of the employees explaining the past error, and that employee did not wish to pursue the back taxes knowing that both Social Security and Medicare benefits would be higher upon retirement due to the overpayment. Feher also informed the Board that she has emailed the second employee who is out on sick leave. She reported that the auditor's recommendation was that the library not pursue obtaining the library's portion of the back taxes as long as the two staff members were in agreement, because the refund amount involved did not warrant the time and expense that would be required.

Yelick-Miller asked if any Board action on this item was needed at this time and Harrison responded no; but she had felt it was important to bring it to the Board's attention.

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

Meeting adjourned at 8:40 PM.

Linda Feher  
Recording Secretary