

Regular Meeting
April 11, 2007
7:00 PM

Board Members Present: Kathy Eubank, Anna Reiz, Evva Schuster, Helen Sergott, Suzanne Wilson

Board Members Absent: Julie Yelick-Miller

Staff Present: Linda Feher, Assistant to the Director

Absent: Marjorie Harrison, Director

Vice-President Eubank called the meeting to order at 7:00 PM.

No introductions were necessary

APPROVAL OF AGENDA:

Sergott requested the addition of letter E. under New Business in order that she could read a personal statement. Sergott made a motion supported by Wilson to accept the amended agenda. Ayes: All. Nays: None. Motion passed.

Wilson made a motion supported by Reiz to approve the minutes of the regular meeting of March 14, 2007. Ayes: All. Nays: None. Schuster abstained. Motion passed.

Sergott made a motion supported by Reiz to approve the minutes of the Executive Session of March 14, 2007. Ayes: All. Nays: None. Schuster abstained. Motion passed.

There was no public in attendance and no public participation.

FINANCIAL REPORT:

February 28, 2007 Balance	\$1,629,402.17
March 31, 2007 Revenues	1,057,225.34
March 31, 2007 Expenditures	<u>182,724.98</u>
March 31, 2007 Balance	\$2,503,902.53
Debt Service Fund Balance March 31, 2007	117,559.87

Sergott stated that she and Harrison had met with Ed Lynch of Edward Jones and decided that they do like laddering the investments by the month, but they do have the money to make longer term investments, so Ed Lynch was having LaSalle Bank and General Electric issues come due one in August and one in November. Sergott pointed out that

the small business tax income will disappear at the end of 2007 which could possibly affect library revenues for the next fiscal year. Sergott also stated that she had talked to Linda Verellen, Treasurer of Washington Township, and there may be an approximate 7% shortfall attributed to hardships and foreclosures due to the state of the economy. She reported that they have heard nothing new on the Ford Motor company tax refund.

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

LIBRARY BILLS:

Feher pointed out that the line item for Public Relations was over budget due to the cost of the latest newsletter, and she would bring that to Harrison's attention upon her return from vacation. Schuster made a motion supported by Reiz to approve payment of the library bills for the month of April. Ayes: All. Nays: None. Motion passed.

DIRECTOR'S REPORT:

The Board expressed a desire to have new employees Ed Adams and Stacie Narlock stop in at the next regular board meeting so they could meet both of them.

Feher informed the Board that Ben Pollock had stated that in addition to needing a complete tear off and reroofing of Kezar library, there was a ventilation problem due to insufficient airflow in the attic. Pollock had seen evidence of leakage inside the library due to ice dams at the gutters, in addition to the damage to the foundation and concrete porch when those ice dams melt.

Sergott told the Board that it had come to her attention that Schindler's elevator contract was a month-to-month contract, billed quarterly. Feher informed the Board that Schindler had told Harrison they would no longer service our elevator unless we upgraded it from a single bottom elevator to a double bottom elevator which they estimated would cost approximately \$60,000. Harrison had asked Schindler if it would be cheaper to purchase a new elevator and they said it may be. Feher also told the Board that she thought Harrison had called the Village of Romeo to find out if there was a local ordinance/code specifying that a double bottom elevator was required, and they had said there was no such code. Pollock had indicated to Feher that he thought it was just Schindler's requirement for their service contract and not a local requirement, and Pollock's recommendation was that the library find out from other elevator service providers what they think with regard to the issue and if they would service Kezar's elevator without the upgrade. Schuster pointed out that it seemed to her that there was always a problem with the elevator.

Strategic Plan: Feher told the Board that Harrison would like them to decide who they would like to invite to the different focus groups so that the invitations could be mailed soon. Schuster suggested that Board members of the Friends of the Library be invited

and split between the Kezar focus group and the Graubner focus group. Reiz suggested they invite leaders of any Hispanic outreach groups and members of the Historical Society. Sergott and Schuster suggested they invite school superintendents, assistant superintendents, school board members, and school principals. Eubank and Wilson suggested leaders from the Kiwanis and Lions Clubs be invited to attend the business focus group.

The Board decided on June 23rd as the date for the planning retreat and they agreed that they should provide lunch for participants. Reiz suggested a box lunch from one of the local catering companies. They decided to have a 45-minute lunch break and the retreat would run from 9:30AM to 3:00 PM.

Sergott informed the Board that Harrison had received a quote from Johnson Thermal-Temp to install an exterior air conditioning unit for the server room for a price of \$2500. She also informed them that the carpenter's quote for office area renovations was around \$7,000 including the painting, carpeting, trim, etc. Chris DeBeer had been contacted for a quote for office furnishings. Sergott reported that all three children's librarians will be in one office and that the job could possibly be done by the end of June.

Feher informed the Board that Johnson Thermal-Temp had begun the energy audit of the mechanical/heating system that day.

Feher informed the Board that Pollock had installed door alarms for both the Adult Services and Children's room areas. She stated that Harrison wanted the alarms to be audible in the children's room and the adult services room, not just in the delivery area where the main alarm box is located. According to Pollock, Audio Sentry will complete the hook up to the main alarm box within the next week or two.

NEW BUSINESS:

Insurance Liability: Sergott read a statement requesting that Harrison write a policy with regard to employees' personal items brought to the library. She requested it state that employees are to keep their personal items at home to remove the liability from the library. She further requested that it state that if it is in a cupboard used by other staff members, it is public domain and belongs to the library, which can make the decision whether to keep the item or discard it.

Wilson made a motion supported by Sergott that the library choose the slogan "Romeo District Library – Where Books Are Just the Beginning." Ayes: All. Nays: None. Motion passed.

Wilson stated that she preferred keeping the current mission statement unless something comes up in the strategic planning process that indicates the necessity of a new one. All other Board members agreed with keeping the current mission statement.

Sergott read a personal statement to the other Board members, but it was decided that it should not have been added to the agenda because it was not an actionable item of new business.

Feher reminded Board members that the annual staff in-service is scheduled for June 1st and all Board members are invited to attend. The in-service committee will be made up of Ed Adams, Marissa Goodell and Jeanette Smith in addition to both Harrison and Feher.

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

The meeting adjourned at 8:14 PM.

Evva Schuster
Secretary

Linda Feher
Recording Secretary