

Regular Meeting
June 13, 2007
7:00 PM Graubner Library

Board Members Present: Anna Reiz, Helen Sergott, Kathy Eubank, Julie Yelick-Miller, Suzanne Wilson, Evva Schuster (attended closed session only)

Staff Present: Marjorie Harrison, Linda Feher, Jackie Cooley, Kathy Fannon, Barbara Gunter

President Yelick-Miller called the Public Hearing to order at 7:00 PM for the purpose of presenting the proposed Budget for the fiscal year 2007/2008.

Yelick-Miller questioned why the Designated Fund Balance was not carried over into more than the first column. Harrison stated that the auditor had informed her that it should only be in the first column, "Prior Year Actual" because the Board had made a motion last year to designate the funds, but had not made a motion this year to designate the funds. She further stated that legally the library cannot call it a designated fund because there was never a motion made.

Sergott asked if the townships had given any indication as to whether revenue sharing would or would not be there for the upcoming fiscal year. Harrison replied that the state library said revenue sharing would be there, and she included the amounts on the budget because she had received no indication that revenue sharing would not be there.

Wilson asked why co-op revenue was listed as \$0. Harrison informed her that she had called the co-op who told her the library would probably not receive any money from them this year.

Wilson made a motion supported by Sergott that the Board accept the proposed budget. A roll call vote was taken. Wilson: Aye. Sergott: Aye. Yelick-Miller: Aye. Eubank: Aye. Reiz: Aye. Motion passed.

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

The public hearing portion of the meeting was adjourned at 7:10 PM.

Yelick-Miller called the regular meeting to order at 7:10 PM.

APPROVAL OF AGENDA:

Harrison requested that the Director Evaluation portion of the meeting be a closed session. The Personnel Committee tabled discussion of the Employee Recognition Award until the July meeting.

Wilson made a motion supported by Sergott to accept the amended agenda. Ayes: All. Nays: None. Motion passed.

APPROVAL OF MINUTES:

Eubank questioned the figure of \$400 for the annual maintenance of Kezar’s elevator by Detroit Elevator. The Board took a five-minute break so that Harrison could get the exact figure from her office. She returned stating that the exact amount was \$400.

Sergott made a motion supported by Eubank to accept the minutes of the regular meeting. Ayes: All. Nays: None. Motion passed.

PUBLIC PARTICIPATION:

There was no public participation.

FINANCIAL REPORT:

April 30, 2007 Balance	\$2,362,583.83
May 31, 2007 Revenues	170,232.71
May 31, 2007 Expenditures	<u>139,627.00</u>
May 31, 2007 Balance	\$2,393,189.54
Debt Service Fund Balance May 31, 2007	157,029.75

Sergott made a motion supported by Eubank to amend the budget to include the Ford tax refund expense; the expense to come from the fund balance of 2006/2007 in the amount of \$220,000. Harrison stated that the auditor had advised that they pay the entire amount from the fund balance. Eubank asked if this was the final amount due and Harrison said that they had assured her it was. A roll call vote was taken. Sergott: Aye. Eubank: Aye. Yelick-Miller: Aye. Wilson: Aye. Reiz: Aye. Motion passed.

Sergott informed the board that the Edward Jones investments maturing on June 4, 2007 will be used to pay the bills for the summer months and after that they would look at laddering the investments once again. The commercial paper due on June 29, 2007 will be used to pay the Ford refund taxes. Harrison stated that the cooperative account had been spent down to \$8. Yelick-Miller questioned why the revenue sharing from Romeo wasn’t reflected on the May report. Feher mentioned that it may have been received in June and would not be reflected in this report.

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

LIBRARY BILLS:

Sergott made a motion supported by Reiz to move \$1,000 from the Miscellaneous Account to the Maintenance Account and \$1,000 from the Equipment Account to the Cooperative Services Account. Ayes: All. Nays: None. Motion passed.

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

DIRECTOR'S REPORT:

Harrison stated that the office renovation was scheduled to begin on June 28th. Harrison pointed out how attendance at Young Adult programs keeps increasing each month. She also pointed out that Stacie Narlock had been weeding the collection at Kezar and shifting in preparation for the arrival of the DVD shelving.

OLD BUSINESS:

Harrison reminded the Board of the upcoming planning retreat on June 27th.

NEW BUSINESS:

Mission Statement - Kathy Fannon requested that the Board members reconsider revising the library's mission statement after the results of the strategic plan are received and after the planning retreat, and she distributed some samples of other libraries' mission statements for the Board to review. Sergott suggested an item be added to the July agenda for the mission statement.

Selection of Board Officers – Yelick-Miller stated that, after talking to all Board officers, she recommends they all retain their current positions for one more year, and all current officers agreed to this. Sergott made a motion supported by Eubank to change the library by-laws to require that the term for officers be changed from one year to two years. Ayes: All. Nays: None. Motion passed. Sergott made a motion supported by Wilson that the Board accept the slate of officers currently in place for 2006/2007 to retain their positions for 2007/2008. Ayes: All. Nays: None. Motion passed.

Audit of Financial Statements – Harrison recommended that the Board retain the services of Buss & Company again this year to do the library's audit, stating that they had submitted their proposal at a cost of \$5,200, with a guarantee that the audit would be completed by September 7, 2007. Sergott made a motion supported by Eubank to select Buss & Company for the fiscal year ending June 30, 2007. Ayes: All. Nays: None. Motion passed.

Donor Request – Harrison stated that she had received a letter of intent from a potential donor whom she had previously met with. The donation would at a minimum be \$6,000 and Harrison stated that the donor preferred the money be used to redo the reading area around the fireplace at Graubner. Harrison’s vision was to move the magazines and newspapers closer to the reading area, creating a more welcoming seating area and she informed the Board that she had spoken with Chris DeBeer who had quoted a figure of approximately \$12,000. Harrison informed the Board that she does have a designer coming out to meet with her to get another quote. Yelick-Miller asked Barbara Gunter her opinion of the idea, and as Head of Adult Services she was very much in favor of it stating that it would also free up some more space for quite possibly a special collection area in Adult Services. The issue was tabled until the next regular meeting in July.

Job Descriptions – Facilities Manager – Harrison stated that she had gone over the job description with Ben Pollock and had the attorney look it over. Reiz made a motion supported by Eubank to accept the Facilities Manager job description. Ayes: All. Nays: None. Motion passed.

Branch Services Specialist – Harrison stated that this had been Kathy Fannon’s job description and after discussing it with Branch Librarian, Narlock, she had made some minor revisions to it. Reiz made a motion supported by Sergott to accept the Branch Services Specialist job description. Ayes: All. Nays: None. Motion passed.

Library Director – Wilson stated that the newly rewritten job description was much better and clearer with a much more logical flow than the old job description. There was discussion regarding the minimum qualifications required for the position of Library Director and it was decided that the minimum qualifications would read “Graduation from an accredited four year college, plus a Master’s Degree from an ALA Accredited School of Library Science, plus at least four years of experience as an administrator or a department head for a public library.” Wilson made a motion supported by Sergott to accept the job description for Library Director. Ayes: All. Nays: None. Motion passed.

DIRECTOR EVALUATION:

Wilson made a motion supported by Sergott to enter into closed session for the purpose of conducting the Director’s Evaluation. Ayes: All. Nays: None. Motion passed.

The Board entered into closed session at 8:15 PM.

Wilson made a motion supported by Reiz to come out of the closed session. Ayes: All. Nays: None. Motion passed.

The regular meeting resumed at 8:37 PM.

Wilson made a motion supported by Sergott that, based on the completion of the annual Director performance appraisal process, the Board was extremely pleased with the

performance of Marjorie Harrison in her job as Director and recommended an immediate 5% increase based on merit. Ayes: All. Nays: None. Motion passed.

LIBRARY BUSINESS:

Harrison presented some correspondence to the Board, and Board President, Yelick-Miller accepted on behalf of the Board.

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

Meeting adjourned at 8:38 PM.

Evva Schuster
Board Secretary

Linda Feher
Recording Secretary