

Regular Meeting
August 8, 2007

Board Members Present: Reiz, Sergott, Eubank, Yelick-Miller, Schuster
Board Members Absent: Wilson
Staff Present: Barbara Gunter, Kathy Fannon, Bethanie Connors, Stacie Narlock, Linda Feher
Others Present: Jon Heuss, Pat Mohritz, Don Powell - First Congregational Church of Romeo

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

INTRODUCTIONS:

Three attendees from the First Congregational Church introduced themselves to all present.

APPROVAL OF AGENDA:

Eubank made a motion supported by Sergott to amend the agenda to move the First Congregational Church up after Public Participation; to add Mission Statement as letter e.) under Old Business, and letter d.) Board Representation under New Business. Ayes: All. Nays: None. Motion passed.

Eubank made a motion supported by Sergott to approve the minutes of the meeting of July 11, 2007. Ayes: All. Nays: None. Motion passed. Yelick-Miller abstained from voting as she did not attend that meeting.

Sergott made a motion supported by Schuster to approve the minutes of the Special Board Meeting of July 21, 2007. Ayes: All. Nays: None. Motion passed.

Sergott made a motion supported by Schuster to approve the minutes of the July 24, 2007 meeting. Ayes: All. Nays: None. Motion passed. Yelick-Miller abstained from voting as she did not attend that meeting.

PUBLIC PARTICIPATION:

There was no public participation.

Representatives from the First Congregational Church attended this meeting in the hopes that they would receive some sort of commitment from the Board of Trustees to partner with the Romeo Post Office and the Church in sharing the cost of maintaining and repairing the parking lot which is jointly utilized by all three parties. The Board expressed concerns that in the past they had helped financially but that the Post Office had not, and that the Board would be willing to assist again if the Church could get a commitment from the Post Office to share in the costs. Jon Heuss stated that the Post Office had a new Postmaster who may be more amenable to helping out. Sergott volunteered to be the Board's representative in further discussions with the Church, the Village of Romeo, the Post Office and the Romeo DDA.

FINANCIAL REPORT:

Sergott reported that there was no July Monthly Financial Report because the services of previous bookkeeper, Janice Labon, had been discontinued and the auditing company had not come in yet to assist Feher in setting up the report.

Yelick-Miller reported that Romeo's revenue sharing money had been received, but that she had been informed by the Village Treasurer that the Library must request the money in writing each year before they will receive it. Sergott expressed concern that the library should not have to request money that was rightfully due them and that neither Bruce nor Washington requires it be asked for.

Sergott pointed out that a budget adjustment was necessary to move \$8,900 into Administration and that at the end of the fiscal year, money would be moved back into Professional Services. Eubank made a motion supported by Reiz to move \$8,900 from Professional Services to Administration. Ayes: All. Nays: None. Motion passed.

LIBRARY BILLS:

Yelick-Miller questioned the receipts submitted by Director candidate, Mary Elizabeth Harper and requested that Evva Schuster contact her to clarify the travel expenses submitted before a reimbursement check is issued.

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

The Board had received the requested proposal from Johnson Thermol-Temp to overhaul the heating and cooling system at Graubner too late for them to review, and they requested that Johnson extend the terms of the proposal for another 30 days so that the Board could discuss it at their meeting in September.

PERSONNEL COMMITTEE REPORT:

The Personnel Committee reported that they had received notice from Unit 62 that the grievance filed on behalf of Tami Wertz had been rescinded.

The Committee reported that an offer had been made to Director candidate, Mary Elizabeth Harper, she had accepted, and her first day of work would be August 22, 2007.

Yelick-Miller reported that the Unemployment Commission had ruled in favor of former employee, Renee Nixon, and the Commission will be paid for the time she submitted.

OLD BUSINESS:

Eubank made a motion supported by Sergott to levy the millage rate. Ayes: All. Nays: None. Motion passed.

Yelick-Miller reported that an email vote had been taken to change Kezar's hours of operation per Stacie Narlock, Kezar Branch Librarian's request and the vote was unanimously approved. The new hours will begin on September 4, 2007.

Funding – Feher reported that she had still not received the promised donation for redesign of the adult services reading area.

Design Changes – Yelick-Miller stated that she would like to see a master plan with input from Adult Services staff and Marissa Goodell, Young Adult Librarian, on possible design changes for that entire section of the library before any major changes are made to the reading area in an attempt to minimize future. Sergott stated that a designer had come out to look at the area and she had quoted \$3,000 - \$5,000 for a space analysis of the Adult Services area. Sergott volunteered to contact the designer to request a firm quote.

Mission Statement – Kathy Fannon reported that she, Barb Gunter and Bethanie Connors had met as a committee to rewrite the library's mission statement in an attempt to have one that was more in line with where the library was headed. Narlock suggested they add the word "historical" to the proposed mission statement. Sergott made a motion supported by Eubank to accept the revised mission statement along with the core values as printed, mission statement to read, "The Romeo District Library strives to connect with all members of our diverse community in order to provide access to a wealth of recreational, informational, educational, and historical resources that anticipate and respond to community interests and needs." Ayes: All. Nays: None. Motion passed.

NEW BUSINESS:

Kezar Building Repairs – Narlock presented the Board with a list of repairs that she would like to see made at Kezar. Eubank made a motion supported by Schuster to approve the proposal from Precise Painting to paint all exterior trim on the Kezar building. Ayes: All. Nays: None. Motion passed.

Schuster made a motion supported by Eubank to approve the \$350 quote from Whitcomb Sign Company to rework the Kezar hours of operation sign. Ayes: All. Nays: None. Motion passed.

Reiz made a motion supported by Schuster to accept the proposal of \$550 from Mt. Vernon Tree Company to trim all dead wood out of the trees at Kezar. Ayes: All. Nays: None. Motion passed.

Reiz made a motion supported by Sergott to approve the quote of \$425 submitted by Brighter Outlook for a complete interior and exterior window cleaning at Kezar and quarterly cleaning of the exterior of all windows at a cost of \$60 per quarter. Ayes: All. Nays: None. Motion passed.

Personnel Training – Sergott informed the Board that Washington Township was willing to partner with the library in offering a class on “How to Work with the Public”. She said no date had been set yet and no cost determined, but the class would be offered at the Township Hall and she recommended that all staff be required to attend.

Board Representation Feedback – Evva noted that Maureen Swanwick had informed her that she would be training Nathan Tancredi and Donna Beggs to become substitute circulation assistants as soon as she could find the time. Evva reinforced the need for all staff to follow the dress code guidelines that were set out by Marjorie Harrison before she left, and emphasized that the Board expects all Department Heads to set a good example for their staff.

Eubank made a motion supported by Sergott to amend the agenda under New Business with letter e.) Newsletter. Ayes: All. Nays: None. Motion passed. Nathan Tancredi, Community Relations Specialist for the library, had submitted a list of price comparisons from different printing companies and various types of newsletters. The Board was favoring going with a black and white, eight-page newsletter.

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

Meeting adjourned at 8:50 PM.

Evva Schuster
Secretary

Linda Feher
Recording Secretary

