

Regular Meeting
September 12, 2007

Board Members Present: Kathy Eubank, Anna Reiz, Evva Schuster, Helen Sergott, Wilson, Julie Yelick-Miller

Staff Present: Kathy Fannon, Linda Feher, Mary Elizabeth Harper

Others Present: John Gideon, Representative from Buss & Company

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

INTRODUCTIONS:

John Gideon, CPA with the auditing firm of Buss & Company, was introduced to the Board.

APPROVAL OF AGENDA:

Sergott requested an additional item be added to the agenda under New Business; l. CBG Funds – Kezar and Schuster requested m. Friends Update be added to New Business also. Wilson made a motion supported by Schuster to accept the amended agenda. Ayes: All. Nays: None. Motion passed.

APPROVAL OF MINUTES:

Sergott made a motion supported by Eubank to approve the minutes of the August 8, 2007 Regular Meeting. Ayes: All. Nays: None. Wilson abstained from voting because she had not attended the August meeting. Motion passed.

PUBLIC PARTICIPATION:

There was no public participation.

FINANCIAL REPORT:

Sergott reported that Harper had asked bookkeeper, Janice Labon to prepare both the July and August monthly financial reports, which she had done. Harper stated that she had asked Janice Labon to do September's financials also. After September's financials,

Harper will review all options for having the monthly financial report done for the rest of the fiscal year.

July 2007 Financial Report:

June 30, 2007 Balance	\$2,238,364.77
July 31, 2007 Revenues	8,250.77
July 31, 2007 Expenditures	<u>143,436.98</u>
July 31, 2007 Balance	\$2,103,178.56
Debt Service Fund Balance July 31, 2007	156,729.75

August 2007 Financial Report:

July 31, 2007 Balance	\$2,103,178.56
August 31, 2007 Revenues	60,883.27
August 31, 2007 Expenditures	<u>177,077.30</u>
August 31, 2007 Balance	\$1,986,984.53
Debt Service Fund Balance August 31, 2007	157,088.33

Harper asked what the Board's feeling was regarding the account held by the cooperative and Sergott told her that they prefer the money in the account be used.

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

PRESENTATION OF AUDIT:

John Gideon presented the audit report for fiscal year 2006/2007 and Buss & Company's recommendations to the Board for any changes or improvements needed in the library's accounting procedures. He informed the Board that the library had received an unqualified audit, which was the most desirable outcome of an audit.

Schuster made a motion supported by Eubank to accept the annual audit for fiscal year 2006/2007. Ayes: All. Nays: None. Motion passed.

LIBRARY BILLS:

Eubank made a motion supported by Wilson to pay the library bills for the month of September with the addition of a bill from Key Electric for \$300 for connecting the cable for Internet access in the new offices. Ayes: All. Nays: None. Motion passed.

PERSONNEL COMMITTEE'S REPORT:

Wilson gave an update on the brief meeting of the Personnel Committee that took place before the Board meeting. She informed the Board that they had discussed with Harper her observations as a new Director, the results of the employee survey that was

completed at the staff's spring in-service, and the revision of the Employee Handbook. Harper had committed to the Personnel Committee that she would have the revisions to the rough draft of the Employee Handbook to them by December's meeting. She also stated that she would have the results of the employee surveys to the staff soon.

DIRECTOR'S REPORT:

Harper informed the Board that the outside painting of Kezar was almost complete and looked very nice with the three colors. Schuster mentioned that the lights on the Kezar porch were not working. Eubank questioned why the carpeting had not been repaired behind the circulation desk as she had requested. Sergott suggested that a carpet repair person be called to fix any carpet problem areas at Graubner. Harper mentioned that an inventory of library materials needs to be done in the near future, and she would like to purchase a scanner for this purpose. Schuster suggested that the Friends of the Library may be willing to pay for the equipment.

Harper would like to invite local banks to come in to the library to speak with staff members about what services they have to offer. Staff members would be allowed to take their break time to go into the meeting room and speak with representatives of several local banks.

OLD BUSINESS:

a.) Levy Millage Rate – Sergott made a motion supported by Eubank to levy the following: Bruce Township Operating 1.1582; Washington Township Operating 1.1582; Bruce Township Bond .20; Washington Township Bond .20; effective date August 2, 2007. A roll call vote was taken. Sergott: Aye. Eubank: Aye. Yelick-Miller: Aye. Reiz: Aye. Eubank: Aye. Wilson: Aye. Motion passed.

b.) Kezar Exterior Painting – Yelick-Miller reported that an email vote was taken to increase the cost of the exterior painting by \$1,000 in order to have three different colors rather than just a single color which was covered in the original bid. Ayes: Reiz, Schuster, Sergott, Wilson, Yelick-Miller. Nays: Eubank. Motion passed.

c.) Graubner Office Renovation – Harper reported that instead of purchasing new furniture for one of the new offices, they were able to reuse and piece together several unused, extra pieces of furniture that were already on hand. **(Minutes were amended with the following:) Sergott stated that she would like to go on record that she was dissatisfied with the lack of cooperation they received from Chris de Bear of Library Design Associates with regard to the ordering of furniture for one of the offices.**

d.) Heating/Cooling Contract Approval – Sergott made a motion supported by Eubank to approve Johnson Thermol-Temp's proposal of \$47,800, amount to be charged to the Building Maintenance account. A roll call vote was taken. Sergott: Aye. Eubank: Aye. Yelick-Miller: Aye. Reiz: Aye. Wilson: Aye. Schuster: Aye. Motion passed.

NEW BUSINESS:

a.) New copier lease – Harper informed the Board that the color printer that had been used by the Public Relations Specialist had ceased functioning, and because it was no longer serviceable had been discarded. She requested the approval to purchase something under \$3,000; either a copier/printer or scanner with the ability to accommodate 11" x 17" paper and color for flyers, brochures, bookmarks, posters, etc.

Wilson made a motion supported by Eubank to authorize up to \$3,000 to purchase the necessary equipment for public relations purposes. Ayes: All. Nays: None. Motion passed.

b.) CD Security Cases – Harper informed the Board that there had been a problem with theft of the library's CD's and William Blevins, Technical Services supervisor had suggested CD's be put in security cases, which would have the added benefit of allowing patrons to use the self-check machine to check out CD's in addition to books. Schuster made a motion supported by Wilson to approve up to \$4,500 for the purchase of security cases for CD's; to be charged to the Computer Services account. Ayes: All. Nays: None. Motion passed.

c.) Chamber of Commerce ad – Harper recommended that the library place an advertisement in the Chamber of Commerce directory, and she suggested it be an eighth of a page at the cost of \$250. She told them that the directory goes to 17,000 homes and businesses, and she feels it is another way to be more connected with the community the library serves. Schuster made a motion supported by Eubank to approve Harper's request. Ayes: All. Nays: None. Motion passed.

d.) Designated Funds – Sergott made a motion supported by Reiz to undesignate \$500,000 from Capital Improvement, June 30, 2006. Ayes: All. Nays: None. Motion passed.

e.) Change of Kezar hours – Yelick-Miller reported that an email vote was taken to change the hours of operation at the Kezar Branch to be effective September 4, 2007, and the vote was unanimously in favor of it.

f.) Letters to Banks Regarding Signers – Harper said that the auditor recommended she send letters to all banks with which the library has an account informing them of who should have signature privileges. Sergott stated that she would revise the policy to include this practice in the future.

g.) Lee National Denim Day – Harper informed the Board that October 5th and 6th are set aside as Lee National Denim Day, and she asked the Board for permission for staff who choose to contribute \$5 be allowed to wear denim on those two days. Sergott made a motion supported by Wilson to approve Lee National Denim Day October 5th and 6th at \$5.00 per day. Ayes: All. Nay: None. Motion passed.

i.) Sergott stated that she would be attending a meeting regarding industrial tax exemptions granted to local companies which would affect the library's tax base.

Harper requested that, because the meeting was running long, the Board table discussion of j.) Mission Statement and k.) Strategic Plan Elements to next month's regular meeting.

l.) Community Block Grant Funds for Kezar – Sergott requested permission from the Board to initiate the process of applying for CBG funds to repair the porch at Kezar. She stated that initially she would like to contact Robert Lipka, President of the Romeo DDA, who is also an architect, to see if he would be willing to donate his architectural services to the library. Reiz stated that the Historical Society had tried applying for CBG funds at one time and they were turned down because the building was located on a side of the street that didn't meet CBG fund requirements. Yelick-Miller was concerned that the current railing be preserved and reused if the porch is redone. She also asked if there was a time frame for getting the information from the architect, and Sergott stated that the proposed cost would have to be known by January. Eubank made a motion supported by Wilson to grant Sergott permission to contact the architect. Ayes: All. Nays: None. Motion passed.

m.) Schuster gave an update on Friends of the Library activities including the recent annual Garden Walk and Used Book Sale. She personally thanked Board members Eubank, Wilson, Yelick-Miller and Sergott and staff members Jackie Cooley and Linda Feher for volunteering to help at these events and mentioned that Jackie Cooley had generously supplied the volunteers with pizzas. Also, she thanked Jim Eubank for driving the truck that was used to transport all the books to the used book sale at the Peach Festival. Schuster also encouraged all Board members and staff members to join the Friends of the Library.

Yelick-Miller informed Harper that the Board normally discusses snow removal contracts at the October meeting, and she should have quotes available for them to consider.

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

Meeting adjourned at 9:20 PM.

Evva Schuster
Secretary

Linda Feher
Recording Secretary