

Regular Meeting
October 10, 2007

Board Members Present: Kathy Eubank, Anna Reiz, Evva Schuster, Helen Sergott,
Suzanne Wilson, Julie Yelick-Miller
Staff Present: Linda Feher, Director Mary Elizabeth Harper

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

INTRODUCTIONS:

No introductions were necessary.

APPROVAL OF AGENDA:

Sergott requested an additional item be added to the agenda under Financial Report; B. 2009 January Retirement Pension Vesting Requirement. Eubank made a motion supported by Schuster to accept the amended agenda. Ayes: All. Nays: None. Motion passed.

APPROVAL OF MINUTES:

Sergott requested the minutes be amended to include her statement made at the September Regular Meeting regarding the office renovations 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. Schuster made a motion supported by Wilson to approve the minutes of the September 12, 2007 Regular Meeting. Ayes: All. Nays: None. Motion passed.

PUBLIC PARTICIPATION:

There was no public present.

FINANCIAL REPORT:

a.) Sergott suggested that, because of the increase in foreclosures in the area, the Budget Committee and Director contact the assessor’s office in each township in March to get a feel for the percentage of delinquent tax revenue the library may lose. Yelick-Miller stated that everyone should go on notice that they should be aware of expenditures and cut back on any unnecessary expenses.

August 31, 2007 Balance	\$1,986,984.53
September 30, 2007 Revenues	10,588.20
September 30, 2007 Expenditures	<u>158,215.48</u>
September 30, 2007 Balance	\$1,839,357.25
Debt Service Fund Balance September 30, 2007	147,836.56

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

LIBRARY BILLS:

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

b.) January 2009 Retirement Pension Vesting – Sergott informed the Board that the Washington Township Board reminded her of the requirements regarding pension vesting by January 2009. Sergott recommended that the Director contact MERS regarding an actuarial report. Yelick-Miller reminded Sergott that the Library Board had decided not to pursue the issue until it was closer to the deadlines set forth by the federal regulations. Harper stated she did not feel that at this point it was necessary to contact Buss & Company with this concern. She also stated that the library would be bidding the audit next year, and she would request bids earlier and recommended that the Board not necessarily choose the lowest bidder.

PERSONNEL COMMITTEE’S REPORT:

Wilson gave an update on the Personnel Committee’s meeting of October 9th, stating that the purpose of the meeting was to decide on goals for the Director for the upcoming year. She further stated that there were some common themes put forth by committee members such as improving service to patrons and improving library financial practices, but that specific action items were needed in these areas. Harper had actively participated in assisting with outlining the specifics. Yelick-Miller asked when the Personnel Committee would be conducting a Director’s evaluation and Sergott stated that the committee did not think they could put specific dates to all of the goals. They will have an informal conversation with Harper in February to see if she is on track with achieving the goals and expectations and to ascertain what improvements had been made and what needs improvement. The Director’s evaluation will be done by the entire Board of

Trustees one year from Harper's start date, August 22nd. A copy of the Director's Goals and Expectations was submitted for the record.

Sergott made a motion supported by Eubank to accept the Personnel Committee's expectations and goals for the current Library Director. Ayes: All. Nays: None. Motion passed.

DIRECTOR'S REPORT:

Harper informed the Board that the staff raised \$86 for Lee National Denim Day.

Harper requested the Board lower the maximum fine for an overdue DVD from the current \$25 to \$5. Schuster made a motion supported by Wilson that the maximum fine for an overdue DVD be lowered to \$5. Ayes: All. Nays: None. Motion passed.

Harper informed the Board that she would like to declare November 4 -10 fine amnesty week for all material that belongs to the Romeo District Library, encouraging patrons to bring donations of personal hygiene items or nonperishable food that would go to the Samaritan House. Sergott made a motion supported by Reiz to approve November 4 - 10 as fine amnesty week. Ayes: All. Nays: None. Motion passed.

Sergott requested that a second bike rack be placed at Kezar next spring. She also reported that Telly's Nursery had agreed to donate a garden for the front of the Kezar Branch Library. Harper stated she will check with Narlock to see when Telly's is going to begin installing the landscaping.

OLD BUSINESS:

Harper recommended that the Board consider hiring an outside professional consultant to evaluate the Library's current marketing practices, including web design and the newsletter. She informed the Board that she had met with Karen Palka, who owns Carousel Creations, who offered to do the audit of the Library's marketing practices free of charge. Harper did inform her that the Library will have to go out for bid for the marketing plan. Harper further stated that at the last Board meeting the Board had authorized her to spend \$3,000 on a printer and she is delaying purchasing that until she gets a better idea as to what types of promotional items will be done in-house and the cost effectiveness of paying for outside consulting assistance.

NEW BUSINESS:

a.) Snow Removal – Harper presented a spreadsheet comparison between the three snow removal companies who submitted bids. Sergott made a motion supported by Wilson to accept the proposal from Dossin's on condition that; three good references are received from prior year customers, we receive a current certificate of insurance, and we receive written assurance that any sprinkler heads that they may damage will be repaired. Ayes: All. Nays: None. Motion passed.

b.) Yelick-Miller and Wilson agreed to be on a two-person task force to work with the Director on the Library Marketing Plan.

c.& d.) The Board discussed changing the day of the month that regular Board meetings are held and having a pre-meeting with two Board members and the Director to establish the agenda for the upcoming meeting. It was decided that there would be a three-person pre-meeting on the fourth Wednesday of each month which would include the Treasurer, the President and a third Board member. Eubank made a motion supported by Sergott to change the Board's meeting date to the first Thursday of each month at 7:00 PM beginning in February 2008. Ayes: All. Nays: None. Motion passed.

e.) Sergott made a motion supported by Reiz to increase the Conferences and Continuing Education budget line item from \$1500 to \$3200, moving the funds from the Equipment line item. Ayes: All. Nays: None. Motion passed.

f.) Harper requested an increase in the mileage budget line item and the Board decided to not increase it at this time, but to do it on an as-needed basis.

g.) The Board decided to allow Kezar to remain open later on November 16 and 17th so that the library could participate in the Ladies Night Out event in downtown Romeo.

Sergott asked for an update on the heating and cooling upgrade and Harper reported that Johnson Thermol-Temp told her the work would most likely be completed in two weeks. Sergott also recommended that Harper look in to tinting for windows.

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

Meeting adjourned at 9:03 PM.

Evva Schuster
Secretary

Linda Feher
Recording Secretary