

Regular Meeting
November 14, 2007

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

Board Members Absent: Helen Sergott

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

Also Present: Daniel Spatafora, Attorney for the Grillo Companies, Beth Ann Fannon

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

INTRODUCTIONS:

Daniel Spatafora, Administrative Counsel for the Grillo Companies, representing the Ava Center, introduced himself to the Board members.

APPROVAL OF AGENDA:

Eubank requested that a.) Utility Easement be moved to after Public Participation. Yelick-Miller requested adding e.) Streamlining Handling of Financials. Eubank requested adding f.) Ray Township Point of Concern. Wilson made a motion supported by Schuster to approve the revised agenda. Ayes: All. Nays: None. Motion passed.

APPROVAL OF MINUTES:

Eubank made a motion supported by Schuster to approve the minutes of October 10, 2007. Ayes: All. Nays: None. Motion passed.

PUBLIC PARTICIPATION:

Daniel Spatafora stated that he was representing the Ava Company which is developing the property next to the Graubner library and he was requesting, on behalf of Washington Township, that the Board execute a water main easement agreement with the township. He further stated that township engineers recommended the connection be made on library property and that installation of the connection should cause very little disturbance. The township would restore any disturbance that did occur on the property. Eubank questioned why the connection could not be done at the street and Spatafora stated that because he was not an engineer, he was unable to answer that question with specifics, but that the township engineers had told him their recommendations were based on fire safety issues and increased water pressure for both properties. Yelick-Miller will

meet with Washington Township engineers as soon as possible for further explanation of the proposed connection. Mr. Spatafora informed the Board that the township does not have their own engineers but uses Professional Engineering Associates, and the engineer specifically assigned to this project is Kelly Moore.

Yelick-Miller suggested she conduct an email vote of the Board after she meets with the engineers to get further information on the project.

Kathy Fannon introduced her daughter, Beth Ann Fannon, who is currently a journalism student at Oakland University and was attending a public meeting as a class assignment.

FINANCIAL REPORT:

September 30, 2007 Balance	\$1,839,357.25
October 31, 2007 Revenues	19,912.53
October 31, 2007 Expenditures	196,969.30
October 31, 2007 Balance	<u>1,662,300.48</u>
Debt Service Fund Balance October 31, 2007	149,594.32

Harper stated that she had met with Ed Lynch of Edward Jones and they had decided to move \$400,000 from the Huntington account to be invested in commercial paper. Harper informed the Board that Co-op Services was over budget by \$444.12. Yelick-Miller pointed out that the line item for Insurance was over budget also. Eubank made a motion supported by Reiz to move \$3,673.12 from the Contingency Account into Co-op Services and Insurance. Ayes: All. Nays: None. Motion passed.

Yelick-Miller asked why there was a negative of \$5,654.21 under Equipment. Harper explained that it was because we had received a check from the Friends for the inventory scanner but had not purchased it yet.

Eubank cautioned that because of economic conditions and the number of foreclosures in the area, the Library needed to be very careful in controlling expenditures, and she informed Harper that the Library had been in the black for several years and she wanted it to stay that way.

Harper stated that she is working on developing grants and donations on a much greater level than the Library had ever done before. Eubank informed her that there was money in the Four County Community Foundation under the Graubner name earmarked specifically for library use for library materials and programs.

LIBRARY BILLS:

Eubank questioned the bill for \$324.89 for Michigan Coffee Service and Harper informed them that she had experimented with a trial run of coffee service for the staff at Graubner and for the public and staff at Kezar. She further stated that her original intent was to ask the Friends if they would pick up the tab for the coffee service until she realized that at

Kezar the coffee machine was sitting near the sign stating that there was to be no food or drink in the library. Stacie Narlock, Branch Manager at Kezar had asked Harper to request that the four chairs near the fireplace at Kezar be a designated area for coffee. Harper also informed the Board that she knew a vendor who would be willing to provide coffee service for the Library. Harper stated that in her experience, beverages do not normally present a problem in library facilities. Yelick-Miller suggested they allow Kezar a trial period of six months for coffee service. Harper will talk with the coffee vendor regarding providing service to Graubner patrons. Schuster stated she doesn't like the idea of food and drink in the library and the particular machine that was being used produced a lot of waste at a lot of expense. Harper informed her that people were being asked to pay \$1.00 at Kezar for the coffee and staff at Graubner were asked to give a voluntary contribution of \$.50 per single use.

Eubank made a motion supported by Wilson to approve paying the Library Bills for the month of November. Ayes: All. Nays: None. Motion passed.

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

Reiz made a motion supported by Wilson to leave the present coffee machine in the designated area at Kezar. Ayes: All. Nays: Schuster. Motion passed.

The Board stated they are willing to have a coffee service at Graubner on a trial basis in designated areas. Harper will see if the vendor is willing to do coffee service on a trial basis at Graubner and if so, she will submit a new policy for food and drink in the library.

DIRECTOR'S REPORT

Harper reported that during Fine Amnesty Week, the library waived \$713.22 in fines for 184 patrons and collected several boxes of food for Samaritan House which Schuster estimated at a value of \$212. Harper further stated that she would like to keep the donation boxes in the lobbies of both libraries.

Harper reported that when she attended the MLA conference she learned of a downloadable book database called Overdrive where patrons could download a book to their MP3 player or computer. She stated one advantage of offering the database would be that it would save shelf space by not having to purchase books on CD in duplicate. Fannon stated that with this database patrons would not have to visit the library to check these out. Yelick-Miller asked if the library technology would be ready to implement this. Schuster also stated that, if approved, she would want to make sure the library was prepared to have this database available for public use as soon as possible. Harper stated that she would give the Board a firm commitment of having this in place by January 1, 2008 and she is relatively certain she can have it in place by mid to late December.

Reiz made a motion supported by Wilson to join the digital library at a cost of \$4,600, the money to come from the database budget. Ayes: All. Nays: None. Motion passed.

Harper requested the Board approve issuing a library credit card to William Blevins, for a credit limit of \$800. Wilson made a motion supported by Reiz to issue a credit card to Blevins with a credit limit of \$800. Ayes: All. Nays: None. Motion passed.

Harper informed the Board that the annual disclosure forms for the debt on the building had been done.

Harper gave an update on the magazine shelving stating Chris deBear had told her the shelving would be shipped on December 14th, to arrive the week of December 17th.

OLD BUSINESS

Yelick-Miller requested an update on the heating and cooling upgrade. Harper stated that Johnson-Thermol had been in the building all week.

Personnel Training – Harper stated that most staff had attended the personnel training at Washington Township, and that the response was generally that it was a good thing to have attended.

Eubank asked about the items that were stolen from the patio. Harper reported that four chairs, two umbrellas and two umbrella stands had been stolen from the reading garden area. Harper informed the Board that one of the donated gardens had been removed at about the same time, but that she did not think that the two incidents were related. The library has filed a police report for the missing items and an insurance claim would be filed once the police report is received. She further informed the Board that she recommended the furniture be stored in a storage area over the winter months or the furniture is chained down every night. Reiz suggested the library put motion detector lights on the outside of the building. Harper stated that she would talk to Mel Bleich of the Romeo Observer and see if they could publish a story about the stolen furniture in the hopes that someone will come forward with information.

NEW BUSINESS

Support for Kezar – Schuster wanted to point out that since a Branch Librarian had been hired for the Kezar Branch, circulation was increasing, programs are being held, and there are new materials being purchased for the Branch. She further stated that she would like to see extra funds allocated to Kezar for purchasing more new materials, programming, etc. to help undo the years of neglect of the Branch. She stated that she was not asking for anything extra; just some of the funds that had been allocated for Kezar in past years but never used for that purpose. She emphasized that she wasn't even asking for the full amount of funds that had not been given to Kezar – just a portion of it. Eubank mentioned that the Board had just recently put a lot of money into the Kezar building in the past two months. Yelick-Miller stated that she thought this would fall within the strategic planning process. Yelick-Miller further stated that the Board had been very supportive of approving the requests that Branch Librarian, Stacie Narlock had

made to them in recent months. Harper suggested that halfway through the fiscal year, sometime in January, she can look at circulation statistics to see if those indicate a need for more materials and in which areas.

MERS Benefit E – Yelick-Miller reminded the Board that they were under no obligation to approve a cost-of-living increase for retirees. Feher informed the Board that adopting the increase would only affect two non-represented retirees, and in her opinion would be a nominal amount. Eubank made a motion supported by Wilson to approve a 2% cost of living increase for current retirees. Ayes: All. Nays: None. Motion passed.

Cooperative Agreement – Harper informed the Board that the cooperative agreement requires the Board to make a motion endorsing the agreement. She recommended the Board make a motion that they understand the terms of the agreement, they support it and they retain the right to make decisions on individual changes as they arise. Eubank made the motion supported by Wilson. Ayes: All. Nays: None. Motion passed.

Streamlining Handling of Financials – Yelick-Miller stated that this came out of a meeting where it was decided that in an effort to cut costs and workload they would look at having payroll done by an outside source so there would be no further issues of following up and time spent on following up. Harper further stated that this was part of her overall attempt to look at cost savings and was only one component of outsourcing a number of elements at the library, one of which is the outsourcing of all financial matters divided into payroll and others. Yelick-Miller stated that they had been looking at whether the library needed to get a new software package for the financials and felt it may be more cost effective to hire an outside CPA firm or bookkeeping service. Eubank asked if that wasn't what we already had with Janice Labon, and Yelick-Miller stated that no, Janice would just take the information given to her and prepare the monthly financial report. Schuster asked if they would be seeking bids for these services and Harper stated yes, they would. Yelick-Miller stated that this was an alternative they were just beginning to explore in an effort to get the information they need in a timely and more cost effective manner and to insure there was more substantial control in having a third party write the checks to pay bills rather than having the same person who is handling the money write the checks. Harper stated that she had met with the Director of the Rochester Hills Library earlier in the day and she had given her a name of an auditor to whom the requests for proposals should be sent.

Eubank distributed a letter of complaint from a Ray Township patron that she had received as the representative on the Board from Washington Township. Harper stated that she would talk to the people who were on duty at the time of the incident to get their input. Reiz was concerned that in the past the Board had reprimanded a previous Director for contacting the local police regarding an underage patron viewing objectionable sites on the Internet. Yelick-Miller questioned why a teenager was on a computer in the Children's room and stated that she was under the impression there were filters on the computers in the Children's room. Harper stated that she would follow up with the patron also.

Wilson made a comment that she appreciated the report from Jackie Cooley on her attendance at the MERS conference.

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

Meeting adjourned at 9:15 PM.