

Regular Meeting Minutes.
12 December 2007.

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

Staff Present: Director Mary Elizabeth Harper.

Other Present: William Blevins, Darlene Bock, Jackie Cooley, Kathleen Fannon, Linda Feher, Marissa Goodell, Sharon Lark, Stacie Narlock, Ben Pollock, Debra Refior, Glen Sowles, Heather Van Fleet, Michelle Yochim, Judi Chambers – Shelby Twp. Library Director, Mike Drugach, James Harper, Suzanne Hayes, Larry Refior, Janet Nedbal, Paul Reiz (arrived late).

President Yelick-Miller called the meeting to order at 7:02 P.M.

INTRODUCTIONS:

The Board members and Director Harper introduced themselves.

APPROVAL OF AGENDA:

Wilson made a motion, supported by Reiz to approve the agenda, motion failed.

Yelick-Miller made a motion, supported by Wilson to approve the agenda, motion failed. Schuster objected to not being informed by anyone that her Recording Secretary was just removed from performing her duty.

Sergott quoted section 2 of RDL Board of Trustees By-Laws regarding the Recording Secretary that the Board Secretary, not the President, designates who the recording secretary is. After discussion, Schuster accepted Marisa Goodell as the recorder..

Yelick-Miller agreed to move committee reassignments to New Business.

Utility Easement Vote was added to the Agenda under section VII. Old Business, position c.

Motion made by Wilson to approve revised agenda, supported by Reiz. Yeas: Eubank, Sergott, Yelick-Miller, Wilson, Reiz.

Nays: Schuster. Motion passed.

APPROVAL OF MINUTES:

Eubank made a correction that she had not “read” but distributed a letter of complaint from a Ray Township Patron and sent to Washington Township.

Schuster agreed to remove boldface type from her request for funds for Kezar Library.

Reiz made a motion supported by Wilson to approve revised Minutes of the

November 14, 2007 Regular Meeting. Ayes: Reiz, Wilson, Eubank, Yelick-Miller, Schuster. Nays: None. Abstained: Sergott.

Revision to Minutes Procedures and Open Meeting Act for Committees.

Yelick-Miller informed The Board that we are required to keep the minutes of all meetings, including committee's meetings and that a posting must be made a minimum of 18 hours prior to the meeting.

Minutes that are required are: the date, time, place of meeting, members present, members absent, any decision made.

Sergott remarked that any item that is specifically asked to be placed into the Minutes shall be included.

Board President Remarks:

Yelick-Miller said that she invited officials from the townships of Bruce, Washington and Village of Romeo to begin attending Library Board meetings to observe and support the Board. Yelick-Miller stated that the purpose of the Board is to support and guide the Library, not to manage the Library. Trustees should speak through the minutes and policies, not through personal behavior. Invoking a 2005 letter to fellow Board members from then Board President Bill Walsh, she reminded the Board that their duties are to attend meetings, participate, become team players, support Board decisions and to be advocates of the Library. Yelick-Miller said that the Board is to respect and to support the Director and not involve themselves in the day-to-day decisions. Yelick-Miller distributed copies of "The 12 Golden Rules for Board Members" reminding fellow Trustees that it is most important to be an asset to the group, not a negative, and to put aside their personal feelings and support the Library. She verified if all Board members had copies of the Trustee Manual and recommended Trustee Team Building training. Yelick-Miller added, that unfortunately no representatives from our municipalities were able to attend the current meeting.

PUBLIC PARTICIPATION:

Yelick-Miller commented that there was a large audience and thanked everyone for coming, asked for a show of hands of who was there in support of the Director, and distributed copies of the letters supporting Harper to the Trustees.

The public portion was opened for discussion.

Janet Nedbal from Landscape Direct asked why there was not a notice for accepting bids for the snow removal contract for the 2007-2008 season published in the paper, as had been a practice in the past. The Library, being a Government entity, is in collusion if the bids are not posted. Harper replied that she obeyed the rules, but in the future the bids will be published.

Ms. Nedbal said that since the Library receives government funds, the community should be aware of, as they have been in the past, the ability to bid on contracts.

Sergott stated, that we do receive State of Michigan revenue sharing, and Mrs. Nedbal is correct that this is a government funding.

Several members of the staff addressed the Board regarding Harper's positive presence in the Library.

Mike Drugach, the UAW Representative express that his presence was with the understanding that “there will be a decision made,” to which the Board President replied that there is nothing on the agenda.

Wilson asked how many of the Staff gathered in concern that the Board will do something to threaten Harper’s staying. Then added, that she noticed that the Staff used to be “kind of down and demoralized, but now they are starting to be energized and believe in themselves. Like the Staff, the Board is working hard and wants the Library to succeed. The Board has a role either helping or hurting progress, and would like to commit to moving forward.”

Romeo Village President Paul Reiz stressed the chance to install some stability and to move forward under the leadership skills of M.E. Harper.

FINANCIAL REPORT:

Treasurer Sergott alerted the Board of possible future revenue short falls and to stop spending on anything that is not necessary for running this library.

Sergott reported that the November 2007 approval of a \$400,000.00 investment transfer made by Harper from the Huntington Bank Account to the Edward Jones Money Management Account was not voted upon, according to the Minutes, and she was making the motion to approve this transfer. She reiterated that the By-Laws of RDL delegate the managing of the investment program to the Treasurer, and this is twofold, the motion to approve investments must be made by a Board Member so the Board’s fiduciary responsibility to the taxpayers of the District is satisfied.

Motion made by Sergott, seconded by Eubank to transfer \$400,000 from the Huntington Bank Payroll Account to the Edward Jones G.E. Fund. Yeas: All. Nays: None. Motion passed.

Library Bills.

Treasurer requested that Monthly Salary Totals Report be reinstated and included in our monthly Board packets. Payroll (Salary) figures are not included in the present packet. Up until September 2005 this was a line item for approval and is included as “Bills& Salary” under By-Laws Agenda listing.

Wilson made a motion to approve the Financial Report, seconded by Eubank, Yeas: All. Nays: None. Motion passed.

Sergott reported that the Union Dues for our Employees for the month of November are delinquent, along with the MERS and Vantagepoint pre-tax retirement account. These amounts must be paid immediately. Since they are due on 10 December 2007, what are the late charges? Harper will check if the above were paid.

Motion made by Sergott, supported by Schuster to cancel the Library’s Chase Credit Card since its number has been compromised. This will protect employees from false accusations in the future.

Yeas: Sergott, Yelick-Miller, Eubank, Schuster. Nays: Wilson, Reiz. Motion passed.

Sergott also stated, that after only 5 months: Mileage is at 161% of the budget, Professional Services 131.4% of the budget and Building Repairs are at 92% of budget.

There is a potential cost of the Congregational Church Parking Lot and the tax refund coming due to both Bruce and Washington Townships. Sergott reminded the Board that we still have seven months to go on this budget year. The budget was always planned as tight because we knew that we had to still negotiate the portion of the Supervisors Merit Pay. She also stated that the tax monies collected in February are designated to the next fiscal year, not the present fiscal year, and the goal, with our laddering of the investments, was to get to the point that we be in black for each fiscal year. At the present rate we will not even be close- therefore we will have to cut back on expenditures other than the ones that we realize are fixed: Salaries, Utilities, Insurance, Taxes.

On the bills payable and the budget, the Treasurer recommends that the following line items be increased with a transfers from the Contingency Line Item:

1. \$ 619.00 to Workman's Comp.
2. \$ 2000.00 to Building Maintenance.
3. \$ 2000.00 to Mileage.
4. \$ 6000.00 to Professional Services.

Eubank made a motion that a total of \$ 10,619.00 be moved from Contingency to four different categories, seconded by Reiz. Yeas: All. Nays: None. Motion passed.

Eubank made a motion to pay the bills, seconded by Schuster. Yeas: All. Nays: None. Motion passed.

DIRECTOR'S REPORT:

Director Harper introduced two new employees; Heather Van Fleet and Glen Sowles.

She said that the managers are on alert that she will be looking closely at how the budget is allocated, and warned them that cuts might be coming.

Director credited Yokim with identifying a way to save substantial amount of money and increase services to students.

Harper stated that she wants to develop a grant program because there are a lot of untapped resources the Library should be seeking. She also indicated the need to develop community partnership.

Eubank asked what happened with the missing patio furniture insurance claim. Harper said that she is waiting for the Police Report. Eubank responded that should have been 24 hours after it was given. Pollock, the Facilities Manager, told Eubank, that he has it. Eubank informed Pollock and Harper that it should have been filed with the insurance company. Harper said she would do it tomorrow.

Sergott asked if the pillar in the entrance to the Adult Services area would be repaired soon, since this was a line item for the last year budget and was supposed to be fixed this summer. Harper said that it would be repaired early one morning.

Harper said that she would not be purchasing Overdrive this year.

Eubank asked what happened to the new magazine racks. Harper answered that the shelving is scheduled to be installed the week of 17 December 2007 and that the donor has been apprised of it.

Sergott noted that the Library does not have a gift policy. Everyone agreed on the importance of thanking donors. Harper said that in January 2008 working on missing policies will be a priority.

OLD BUSINESS:

Congregational Church Communication.

Sergott stated that the Library received a licensing agreement for twelve parking spaces plus four handicapped spots to share with the Post Office at the First Congregational Church parking lot across the street from the Kezar Branch Library. The cost would be \$2.50 for each of the six parking spaces for 300 days, with a total of \$4,500. She recommended that the Library sign the license despite budget constraints because of the necessity of the spaces.

Eubank made a motion seconded by Schuster that the Library will pay \$2,250.00 in January 2008 and \$2,250.00 in July 2008 if the Post Office matches the amount. Ayes: All.

Nays: None. Motion passed.

Community Development Block Grant, Kezar.

Sergott repeated her desire that the Library apply for the Community Development Block Grant (CDBG) funding from the three participating communities to repair the ramp at Kezar Branch.

Harper said that she will request donated architectural services from Robert Lipka soon, so the Library will have the cost and design ready when the application window for CBG Funds opens.

Utility Easement Vote.

Yelick-Miller summarized that last month Daniel Spatafora came on behalf of the Ava Center requesting that the Board execute a water main easement agreement with Washington Township. She stated that Eubank, Schuster, Yelick-Miller and Wilson approved the request in the telephone vote, with a No vote from Reiz. Sergott abstained.

NEW BUSINESS:

Political material- defer to Policy Manual updates.

Yelick-Miller stated that the Library does not have a policy on posting political materials in public and Staff areas, and asked for it to be deferred to the Employee Policy Manual update proposal, which Harper will present to the Board in January 2008. Eubank noted that the Library is supposed to be neutral.

Approve 2008 Holiday and Closing schedule.

Wilson made a motion, seconded by Reiz to approve the 2008 holiday and closing schedule. Ayes: All. Nays: None. Motion passed.

Committee Reassignment.

President Yelick-Miller recommended moving Sergott to Finance Committee in place of Eubank, with Eubank moving to Personnel Committee.

Wilson, seconded by Sergott, made motion on this recommendation. Ayes: All. Nays: None. Motion passed.

Schuster made a motion, supported by Wilson, to change the start date of the new Board Meeting schedule to March 2008. Yeas: All. Nays: None.

Sergott recommended that the new meeting date be posted in The Romeo Observer. Wilson suggested posting it on the web site instead. Sergott said this needed to be checked with an attorney first. Harper will consult with an attorney on the matter.

Wilson reminded Board members to look over the revisions to the Policy Manual in preparation for January vote.

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

Meeting adjourned at 9:15 P.M.

Respectfully submitted,

Evva Schuster
RDL Board Secretary.

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