

ROMEO DISTRICT LIBRARY

BOARD OF TRUSTEES

KEZAR BRANCH

Regular Meeting
March 6, 2008

Board Members Present: Evva Schuster, Kathy Eubank, Anna Reiz (arrived late), Suzanne Wilson and Julie Yelick-Miller
Board Members Absent: Helen Sergott
Others Present: Mary Elizabeth Harper (RDL Director), Maureen Swanwick, Ben Pollock, Bobbi Parks and John Heuss (arrived late)

President Yelick-Miller called the meeting to order at 7:03 p.m.

INTRODUCTIONS:

Bobbi Parks and John Heuss introduced themselves.

APPROVAL OF AGENDA:

Schuster requested that revision of the December 12, 2007 and the January 9, 2008 minutes be added to IV Approval of Minutes and that “d) Newsletters” be added to VII Director’s Report.

Wilson requested that d) Credit Card Policy be added under VIII Old Business.

Eubank requested that “VIII c) Congregational Church parking lot” be addressed when John Heuss arrived from the Congregational Church so as not to detain him any longer than necessary.

Eubank made a motion supported by Schuster to approve the agenda as revised. Ayes: All. Nays: none. Motion passed.

APPROVAL OF MINUTES:

a. **December 12, 2007:** the following corrections were made to the December minutes:

- Under Approval of Agenda: “Yelick-Miller agreed to move committee reassignments...” was changed to “Yelick-Miller moved committee reassignments...”
- Under Public Participation, second paragraph, “Harper replied that she obeyed the rules...” was changed to “Harper replied that she obeyed library policy...”
- Under Financial Report: Schuster requested the need to include figures for balances, expenditures and revenues.

- Under Old Business, Utility Easement Vote: Yelick-Miller requested the following sentence be added: “After obtaining more detailed information and an email sent to Board members explaining the utility easement request, an email vote was taken.
 - Under Old Business, Committee Reassignment, at the end of the second paragraph, the sentence “Motion passed.” was added.
- b. **January 9, 2008:** the following corrections were made to the January minutes:
- On page 1, under Approval of Agenda, second paragraph, “Schuster” was deleted from the Roll Call vote since she was not present at the meeting.
 - On page 2, under Financial Report, “November 31” was changed to “November 30, 2007”.
 - Also on page 2, under Director’s Report, “18 December 2008” was changed to “18 December 2007”.
 - Under Director’s Report, sixth paragraph, the paragraph regarding the newsletters and brochures should be 2 paragraphs and should read:
 - i. “For a total of \$1,040.00, I am going to have a new brochure describing library services designed and 1,000 copies made. That will cost \$680.00.
 - ii. A newsletter will be designed and ready to print for March/April/May. That will cost \$360.00. I am getting a price for printing the newsletter.”
 - Under Director’s Report, seventh paragraph, the last sentence, “(Commissioner Brown was unable to attend the meeting.)” was stricken.
 - On page 5, under Financial Processing, second line, “Assistant Director” should read “Assistant to the Director”.
- c. **February 13, 2008:** the following corrections were made to the February minutes:
- Schuster questioned why the numbers given in the draft are different from what was presented at the meeting. Harper explained that some bills were paid after the board meeting and an adjustment had to be made. After some discussion it was agreed that the figures would be presented as per meeting, with a final column being added for “after final bills”.
 - In the paragraph regarding the Debt Service Loan, “If the loan is paid...” should read “When the loan is paid...”.
 - Under New Business, the paragraph regarding the Global Settlement Agreement, the first sentence should read: “The payment information for the bill had not been received as of the morning of the meeting.”
 - Under New Business, the paragraph regarding the retention of attorney Stephen Schultz, the third sentence should read: “Sergott made a motion supported by Wilson that the Board approve the retention of attorney Stephen Schultz and that all corresponding files be moved to his new firm.”

Eubank made a motion supported by Wilson to accept the minutes as revised. Ayes: All. Nays: none. Motion passed.

PUBLIC PARTICIPATION:

There was no public participation.

Congregational Church Parking Lot:

This item was moved up from under VIII Old Business to just after Public Participation so as not to detain Mr. Heuss any longer than necessary. Mr. John Heuss introduced himself as a member of the First Congregational Church, which is located across the street from the Kezar Branch Library. Mr. Heuss addressed the Board regarding the proposed license agreement for the church parking lot between the church, the post office and the library. He informed the Board that the Post Office has decided not to participate due to budgetary restraints. The congregation has discussed the option of posting “no postal parking” signs in the parking lot and working solely with the library. Yelick-Miller pointed out that the original motion was conditional on the Post Office participating in the agreement and that the library board would not agree to pay anything at this point. Discussion ensued as to how the “no postal parking” would be enforced. Mr. Heuss said the congregation has not had the opportunity to meet again regarding this matter. Their financial meeting has not been rescheduled at this point either. Bobbi Parks mentioned that there is a notice posted at the Post Office stating that the new location for the Post Office will be discussed at the next village council meeting.

FINANCIAL REPORT:

January 31, 2008 Balance	\$2,032,349.37
February 29, 2008 Revenues	189,205.78
February 29, 2008 Expenditures	331,467.23
February 29, 2008 Balance	1,890,087.92
Debt Service Fund Balance February 29, 2008	\$ 307,099.89

- a. **Library Bills:** Eubank questioned the aquarium bill. Harper explained that the tank needed a new motor. Schuster suggested changing from salt-water to fresh-water fish to save money. Yelick-Miller pointed out that the patrons like the aquarium, and that it is especially popular with children. Harper echoed this sentiment. Eubank suggested filling the tank with animals other than fish. Harper will obtain information on the possibility of switching from salt-water to fresh-water. Yelick-Miller asked why Ford Motor Co. is under supplies. This was reclassified to go under tax refund. Schuster made a motion supported by Eubank to pay the library bills. Ayes: All. Nays: none. Motion passed.
- b. **Ford Payment:** repayment of the tax is now being handled by the County and will be paid in installments. The portion of the bill received by the library has been paid. The board will abide by its decision to pay the bill as soon as it is received, thus avoiding any late charges or interest payments.
- c. **Debt Service Final Payment:** final payment of \$459,225.00 is due April 1, 2008. As of this week there is \$307,099.89 in the Debt Service account. Some of the \$152,000 shortfall is because of the time lag in getting the tax

money. The tax collection checks should be arriving before the end of the month. Yelick-Miller asked Harper to ask the CPA for any possible alternatives. The CPA said a short-term transfer from the General Fund would be possible, providing the board knew the rest of the revenue was coming. Treasurer Sergott had emailed Yelick-Miller stating that she believed this would be illegal. Harper will ask the CPA to put this in writing. Yelick-Miller would like to know if April 1 is when the payment has to be postmarked or is that the date it should be received by.

Eubank made a motion supported by Wilson to accept the financial statements as the Financial Report as submitted. Ayes: All. Nays: none. Reiz abstained. Motion passed.

DIRECTOR'S REPORT:

In addition to the written report, Harper also added:

- a. At the request of Harper, three staff members are working on plans for a celebration for the final payment of the debt service loan. This will take place at 5:30 p.m. on April 3, the same night as the April board meeting. Local officials, state legislators, the Macfarlane family, board members, staff and the public are invited to attend. The budget of \$500 was reduced to \$300. An article will go into the local papers. Harper would like to have a photograph of the entire board for the celebration. The photographer from the Observer will be invited to attend. Yelick-Miller extended her thanks on behalf of the board to the staff for organizing this.
- b. Eubank said the newsletter looked wonderful, and the other board members agreed. Harper pointed out that the new shape is cheaper to mail than the half-fold.
- c. Harper handed out a draft of a public notice for lawn mowing, which will go in the Romeo Observer on March 13, 2008 and March 20, 2008, with bids accepted through March 24. The Board will vote on the bids at the April meeting. Eubank made a motion supported by Reiz to put the lawn mowing out for bid. Ayes: All. Nays: none. Motion passed.
- d. Schuster asked for the final cost of the designing of the newsletter and the printing. Harper replied that the design cost was \$360.00. Carousel Creations provided us with professional advice on how best to arrange the newsletter for marketing purposes, and they handled the printing. The cost was less than previous printings. Schuster asked if the library itself could handle the printing. Harper indicated she did not think this would be practical. Schuster asked if the library should solicit bids for the printing. Harper replied that he library can buy the template for the newsletter for \$160.00, and that it is less costly to use an outside printer. Printing costs and postage were less this time than last time. Last time the library paid over \$2000.00 for 13,000 copies. We paid less this time for 2,000 copies more. All agreed it is a very nice looking newsletter, very readable, and decided to stay with Carousel Creations for the time being and review again in a year.

OLD BUSINESS:

a. **Finance Committee:**

The Finance Committee has not met again since the last meeting, and they are still working on the accounting procedures.

b. **Personnel Committee:**

Further edits to the Policy Manual have been put forward by Board members Yelick-Miller and Sergott. Another meeting is scheduled for next Wednesday March 12 at 6:00 p.m. to discuss the edits.

c. **Credit Card Policy:**

The Library Board approved a credit card policy on October 11, 2006 that was put forward by Sergott. Therefore, the library already has a credit card policy.

Wilson made a motion supported by Reiz that the library obtain a credit card for the director in the amount of \$1200.00 (limit) and one for Mr. Blevins for \$800.00 (limit) at a bank as recommended by the Finance Committee. Ayes: All. Nays: none. Motion passed.

NEW BUSINESS:

a. **Starting time of meetings:** one Board member is unable to arrive at meetings by 7:00 p.m. on Thursdays. Eubank made a motion supported by Wilson to change the start time to 7:30 p.m. Ayes: All. Nays: none. Motion passed. The new start time is to begin in May.

b. **July meeting date:** the July meeting date falls on the day before July 4th. Yelick-Miller asked if Board members wanted to move the meeting date. It was decided that the meeting date remains July 3rd.

Schuster expressed concern that the information she submitted on the Garden Walk in January has not yet appeared on the library web page. The possibility of the email going astray was discussed, and Harper said she would make sure the information is posted.

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

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Evva Schuster
RDL Board Secretary

Maureen Swanwick
Recording Secretary