

ROMEO DISTRICT LIBRARY

BOARD OF TRUSTEES

Regular Meeting
May 1, 2008

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

Board Members Absent: Anna Reiz

Others Present: Mary Elizabeth Harper (RDL Director), Maureen Swanwick

President Yelick-Miller called the meeting to order at 7:35 p.m.

INTRODUCTIONS:

No introductions were deemed necessary.

APPROVAL OF AGENDA:

Schuster asked which minutes were to be approved under Approval of Minutes. Schuster stated that she needs the final minutes before she can sign them. The minutes for the board meetings from December 2007, January 2008 and February 2008 were approved with corrections at the March meeting. At the April meeting the March minutes were tabled until the May meeting. Sergott stated that the minutes as approved get signed and the corrections get signed.

Harper asked that d) Freedom of Information be added under New Business.

Sergott made a motion seconded by Eubank to approve the agenda.

Ayes: All. Nays: none. Motion to approve agenda passed.

APPROVAL OF MINUTES:

a) Minutes for March 6, 2008:

- 1) Yelick-Miller requested adding to the heading under "Board of Trustees" the words "Kezar Library" to indicate that the meeting took place at Kezar.
- 2) Yelick-Miller requested that on the third page under Congregational Church Parking Lot changing "problems" to "the new location for".
- 3) Yelick-Miller pointed out that under the Financial Report a bracket is missing at the end of the word "Expenditures".

- 4) Yelick-Miller requested that under "Old Business, Finance Committee" the words "employee policy manual" should be changed to read "accounting procedures".
- 5) Schuster requested that the words "Schuster requested" be added on the first page under "Approval of Minutes" bullet point beginning "under Financial Report".
- 6) Schuster requested page numbers be added.

Motion to approve the minutes for March 6 as revised was made by Eubank, seconded by Wilson. Ayes: Eubank, Schuster, Yelick-Miller, Wilson. Abstain: Sergott. Motion passed.

b) Minutes for April 3, 2008:

- 1) Sergott requested that on page 3 under 2007 W2s the word "and" in the phrase "Treasurer of the Romeo District Library and Board of Trustees" be deleted.
- 2) Sergott requested that, under Director's Moving Loan, the words "Motion passed" be changed to read "Motion to call the question passed."
- 3) On the third page it was decided to delete the paragraph under the heading Meijer Rebate, as this was an information item.
- 4) Yelick-Miller requested that on the fourth page in the paragraph regarding the CDs the word "cds" should be capitalized.
- 5) Yelick-Miller requested that in the paragraph under Personnel Committee under the heading Independence Day Holiday the phrase "which is in the current Policy Manual" be deleted.
- 6) Yelick-Miller requested that under Personnel Committee in the paragraph under the heading Status of Community Block Grant the phrase "ready to step in" be changed to "ready to submit our proposal".
- 7) It was decided that under 2008 Summer Lawn Maintenance Bids the sentences that are not related to lawn maintenance be separated out and placed under different headings, and that the question from Eubank regarding Kezar's after hour programs be placed as the last paragraph under "Director's Report". Yelick-Miller requested that in the sentence that begins "Yelick-Miller made a motion..." the phrase "send out for an email vote" be changed to "send to the Board President for an email vote".
- 8) Eubank questioned whether the sentences regarding correspondence received by the Board members from a staff member and from a member of the public, which were in the paragraph related to the lawn maintenance bid, should be eliminated. Sergott suggested placing them in a separate heading marked "Correspondence" at the end of the minutes.
- 9) Sergott requested that the last page be retyped. Harper suggested the minutes be retyped from the "Director's Report" on.
- 10) Yelick-Miller requested that the sentence "Eubank volunteered to help." be added after "Motion passed." and before "Yelick-Miller made a motion...".

Sergott made a motion, seconded by Eubank, to approve the minutes as revised and that the last part from "Director's Report" on be retyped. Ayes: All. Nays: none. Motion

passed.

PUBLIC PARTICIPATION:

There was no public participation.

FINANCIAL REPORT:

March 31, 2008 Balance	\$2,451,349.01
April 30, 2008 Revenues	188,404.14
April 30, 2008 Expenditures	143,023.10
April 30, 2008 Balance	\$ 2,496,730.05

LIBRARY BILLS:

- a) Yelick-Milled questioned the discrepancy in the DTE bills between March and April. Harper replied that one of the DTE bills for April is still waiting to be paid.
- b) Schuster questioned whether the mileage bill should be under Public Relations or under Mileage. Harper replied that it should be under Mileage and that it will be moved.
- c) Schuster asked what Cintas cleaning is and how often they come. Harper explained that Cintas is the company that supplies the mats, that they come twice a month and that there are more mats in the winter.
- d) Schuster requested that under Building Maintenance in the April bills the bill for Johnson Thermal to have "south" building changed to "Graubner". Eubank asked what the bill was for. Harper explained that it was for replacing worn out relays.

Motion to accept the bills payable in the amount of \$42,002.02 was made by Schuster, seconded by Eubank. Ayes: All. Nays: none. Motion passed.

Sergott made the following motion, seconded by Eubank: that the Romeo District Library Board of Trustees adjust the 2007/2008 Budget with an increase of \$181,946 to the line item labeled contingency. The increase of \$181,946 needed to fund services and payroll will come from the adjusted budget revenues that are reflected in the General Fund Revenue Statement of March 2008. The present adjusted expenditures budget is in the amount of \$2,085,017, with revenues of \$2,266,962. Ayes: All. Nays: none. Motion passed.

Sergott then made the following motion, seconded by Schuster: that the Romeo District Library Board of Trustees adjust the 2007/2008 Budget by the amounts indicated by the attached spreadsheet (the printed spread sheet for the nineteen items was handed out to the Board members present and the secretary was requested to make the spread sheet an attachment to the minutes to ensure their accuracy and availability to the public as therein printed). Since this was a monetary issue the amounts were read aloud. The final Adjusted Expenditures Budget for the 2007/2008 Romeo District Library will be \$2,266,962. A roll call vote was taken. Ayes: Sergott, Schuster, Eubank, Yelick-Miller and Wilson. Nays: none. Motion passed.

DIRECTOR'S REPORT:

In addition to the Director's written report, Harper announced the following:

- a) both buildings have passed all fire and safety inspections with glowing reviews.

- b) Young Adult librarian Marissa Goodell received a Four County Foundation Grant in the amount of \$250. The money will be used to bring Young Adult author Kathy Koja in for the Summer Reading Program. She also received a grant of \$1200 from the Friends of the Romeo District Library to purchase prizes for the participants of the Young Adult Summer Reading Program.

- c) Adult Services librarian Kathy Fannon received a \$1000 grant from Target's local store last fall for the music series. She is applying to them for \$3000 for the coming year. Target has changed their application process. They are now asking for the names, positions on the Board, occupations and employers of the Library Board members. Sergott, Eubank and Schuster requested that they be listed as retired businesswomen. Harper already has the required information for the other three Board members.

- d) Unit #91 has indicated they would like to meet on May 16 to begin negotiations. They will have their completed packet of information and request that the Board have their packet of information ready at that time.

Yelick-Miller made a statement thanking the Four County Foundation and the Friends for their continued support.

Schuster asked about the Garden Walk not appearing on the library's webpage. Harper replied that the Garden Walk is listed at July 12 on the calendar in the library's website. Yelick-Miller asked Schuster to ensure that, in future, the library is given advanced notice and instructions before an ad seeking volunteer gardens is placed in the paper. Schuster agreed.

Sergott made a motion to accept the Director's Report, seconded by Eubank. Ayes: All. Nays: none. Motion passed.

OLD BUSINESS:

a) Lawn Mowing Bids:

Yelick-Miller thanked Sergott and Eubank for consolidating the bids and putting them in an easy-to-comprehend format. She announced that the email vote was unanimously in favor of accepting the bid from R. White for the season's lawn care.

b) Tabled April 3 2008 Agenda Item - W2s:

Sergott stated that this is an information item and requested this be brought off the table and be made an agenda item. Sergott stated that the President of the Board, the Treasurer, and the Director of the library met with the auditor and the attorney and identified items that need to be updated with respect to the library's cafeteria plan. The auditor, John Gideon of Buss and Company, and the attorney, Stephen Schultz of

Schultz, Fehey, Schultz, Burzych and Rhodes, will prepare an updated plan that will also include the new benefits, such as dependent care reimbursement. These new benefits will not add any additional cost to the library and can be used by the employees if they choose. Harper stated that she needs the Finance Committee to meet so they can outline what is to go into the updated plan, and to list the benefits, pending Board approval.

PERSONNEL COMMITTEE:

a) Personnel Manual:

Wilson presented the corrected draft of the Employee Handbook, and pointed out that there are still two policies that have yet to be included: the Employee and Volunteer Technology Policy and the Credit Card Transaction Policy, both of which have already attained Board approval.

Sergott made a motion, seconded by Eubank, to accept the draft copy of the Employee Handbook, table this item until the draft copy is reviewed by the library's attorney Stephen Schultz and then be brought back on to the agenda. Ayes: All. Nays: none. Motion passed.

Yelick-Miller requested that the Employee Handbook be put into an electronic file so that the employees can access it anywhere, and the last page be printed off for the employee to sign, the signed page being then placed in the employee's personnel file. This would make the manual easy to update and would save on paper. Sergott brought up the question of whether, under FOIA, a hard copy should be charged for if it is requested. Sergott also noted that there is no military leave policy in the proposed manual. Harper suggested the least expensive option would be to pull up a standard military leave policy and submit it to the attorney for approval.

Sergott made a secondary motion, seconded by Schuster, to include a standard military leave policy in the proposed Employee Handbook. Ayes: All. Nays: none. Motion passed.

b) Moving Expense Loan:

Wilson reported that based on legal review, since the moving loan was a promissory note, the Board cannot cancel the moving loan. It will be necessary instead to perform the director's evaluation, as originally planned, and make some restitution based on the evaluation.

Yelick-Miller made a motion, seconded by Sergott, to extend the due date of the loan from June 30, 2008 to December 31, 2008. Roll call vote: Yelick-Miller-Aye, Sergott-Aye, Wilson-Aye, Schuster-Aye, Eubank-Aye. Motion passed.

c) Support Position:

Wilson presented Harper's request for a minor support position of a part-time non-union, no-benefits clerk to help the Director. Yelick-Miller also wished to inform the Board that, as the Board President, she has been actively discussing this issue with the Director. Sergott requested that the person who fills the position not have access to the checkbook

or payroll records, including social security numbers. Wilson asked Harper if that would be acceptable. Eubank pointed out that a 15-year old would need a work permit; the age was therefore changed to 16 years old. Corrections/alterations having been made, Wilson made the motion to post the position, seconded by Eubank. Ayes: All. Nays: none. Motion passed.

Discussion ensued regarding the clarity of the headings and how the headings should appear in future.

NEW BUSINESS:

a) **Proposed change in Library Card application:**

Harper explained that the application form had been changed to give patrons the ability to decline Internet access either for themselves or for their minor children, and that this was especially an issue with regard to minor children. Harper stated she would like this to be effective as of June 1, 2008.

Motion made by Schuster, seconded by Sergott, to accept the Library Card Application as revised. Ayes: All. Nays: none. Motion passed.

Harper pointed out that some families have only one card for the whole family. The library is now able to create a card number for each family member that will allow computer access but will not allow checkout privileges. This will keep the use consistent throughout the building and will keep unattended adults out of the Children's Room.

b) **Proposed change to Internet Use Policy:**

Harper proposed adding the following statement to the current Internet Use Policy: "Only children up to the age of 15 and children with a parent or caregiver may use the computers in the Children's area". Harper would like this statement to go into effect as of June 1, 2008.

Motion made by Eubank, seconded by Schuster, to add the statement as indicated to the current Internet Technology Policy. Ayes: All. Nays: none. Motion passed.

c) **Union Negotiation Preparation:**

1) Sergott questioned the letter received from the Union indicating their readiness to start union negotiations for unit 91. She noted that the letter not only has Marjorie Harrison's name, instead of Mary Elizabeth Harper, but it also only mentions four employees in the unit. Sergott requested that the union resubmit a corrected letter. Yelick-Miller stated that the union would like to start negotiations on May 16. Sergott requested that any Board member who does not have a copy of the union contract for unit 91 be provided with one, and suggested that every Board member should go through the contract noting what they like and dislike and whether there is anything else they would like to have negotiated. Yelick-Miller asked the Director to provide a copy of the contract to any Board member who does not already have one. Yelick-Miller appointed Reiz and Sergott to be on the negotiating team, and thanked both of them for volunteering to do so.

2) Yelick-Miller stated that she would like the library's attorney, Stephen Schulz, to work

with the union negotiating team as an advisor and attend meetings as needed, thereby utilizing his expertise and knowledge without having to pay him to sit in on meetings where it would not be productive. Yelick-Miller made the motion, seconded by Sergott, to have attorney Stephen Schultz act as an advisor for the union negotiations and to sit in on union negotiation meetings as needed. Ayes: All. Nays: none. Motion passed.

d) **Freedom of Information:**

Harper introduced the Access to Public Records Policy sent by the attorney, and which the attorney advised should be included in the Policy Manual. The fourth page is a fee schedule, which is supported by the first three pages. Sergott made a motion, seconded by Schuster, to approve the Freedom of Information Public Records Policy and to add to that the Freedom of Information fee schedule. Ayes: All. Nays: none. Motion passed.

Motion to adjourn made by Sergott, seconded by Eubank. Ayes: All. Nays: none.
Motion passed.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Evva Schuster
RDL Board Secretary

Maureen Swanwick
Recording Secretary