

ROMEO DISTRICT LIBRARY

BOARD OF TRUSTEES

Regular Meeting

June 5, 2008

Board members present: Kathleen Eubank, Julie Yelick-Miller, Anna Reiz, Evva Schuster, Helen-Veronica Sergott and Suzanne Wilson.
Others: Mary Elizabeth Harper (RDL Director), Maureen Swanwick and William Blevins.

The meeting was called to order at 7:34 p.m.

INTRODUCTIONS:

No introductions were necessary.

Before proceeding with the agenda President Miller announced that the public hearing for the budget was rescheduled for Wednesday June 18 at 7:30 p.m. at the Graubner Branch, because of the need to levy the tax at the same time and six days notice is required. President Miller thanked Treasurer Sergott for bringing that to the Board's attention and to Harper for following up with the details.

APPROVAL OF AGENDA:

Sergott asked that "X Closed Session for union negotiations" be added.
Eubank asked that "e) Presentation of Money" be added under New Business.
Wilson wished to add "a) Employee Survey" under Old Business.
Harper asked that "b) Cafeteria Benefit Plan" be added under Old Business.
Sergott made the motion to approve the agenda as revised, seconded by Wilson. Ayes: All. Nays: none. Motion passed.

APPROVAL OF MINUTES:

Corrections/amendments made to the May minutes were:
Schuster requested that, under Approval of Agenda, the sentence "Harper asked that..." referring to Freedom of Information be entered as a new paragraph.
On page 3 under Library Bills, Yelick-Miller requested that, where it reads, "Harper replied that it should be under mileage", the phrase "and it will be moved" be added.
It was agreed that the words "Employee Policy Manual" should be replaced with "Employee Handbook".

Wilson pointed out that the phrase "a standard military policy" should read "a standard military leave policy".

Schuster pointed out that she had questioned personnel issues not addressed at a Personnel Committee meeting being entered under the heading Personnel Committee. It was agreed that the following sentence would be added to the top of page 5 of the May minutes: "Discussion ensued regarding clarity of headings."

Sergott pointed out the spreadsheet should be attached to the minutes as indicated on page 3, under Finance.

Sergott made a motion to approve the minutes as corrected, seconded by Eubank. Ayes: All. Nays: none. Abstain: Reiz.

PUBLIC PARTICIPATION:

There was no public participation.

FINANCIAL REPORT:

| | |
|---------------------------|----------------|
| April 30, 2008 Balance | \$2,496,730.05 |
| May 31, 2008 Revenues | \$ 20,471.65 |
| May 31, 2008 Expenditures | \$ 168,690.70 |
| May 31, 2008 Balance | \$2,348,511.00 |

LIBRARY BILLS:

Wilson questioned the \$2500.00 bill from Kristel Cleaning. Harper will send an email to the Board detailing this.

Sergott made the motion that the National City Debt Service Account be closed as of this date (June 5, 2008). The funds in this account have been used to pay all service fees for maintaining the account and for the repayment of the bonds issued. The amount that is being transferred from the Debt Service Account is \$54,818.60, said amount to be transferred to General Revenue held with Edward Jones. \$30,000 of this money was loaned to Debt Service from General Revenue, until monies were received from Bruce/Washington Townships from tax delinquencies. This money has been received, and the balance of the Ford Tax Tribunal Monies can be paid from General Revenues when the final bill is received from the county per Buss & Company. Schuster seconded the motion. Roll call vote: Sergott - yes, Schuster - yes, Eubank - yes, Yelick-Miller - yes, Reiz - yes, Wilson - yes. Ayes: all. Nays: none. Motion passed.

Sergott made the motion that the following investments be approved by the Board of Trustees of the Romeo District Library:

1. \$99,993.33 invested in commercial paper with American Express Credit at a rate of 2.45% with a maturity date of October 27, 2008 in the amount of \$101,000.
2. \$199,561.56 invested in commercial paper with American Express Credit at a rate of 2.48% with a maturity date of November 28, 2008 in the amount of \$202,000.
3. \$299,670.01 invested in commercial paper with American Express Credit at a rate of 2.51% with a maturity date of December 26, 2008 in the amount of \$304,000.

4. \$199,705.41 invested in commercial paper with American Express Credit at a rate of 2.50% with a maturity date of January 26, 2009 in the amount of \$203,000.

The motion was seconded by Wilson. Roll call vote: Sergott - yes, Wilson - yes, Schuster - yes, Eubank - yes, Yelick-Miller- yes, Reiz - yes. Ayes: all. Nays: none. Motion passed.

Sergott recommended that when the final June bills and payroll are received and paid, that the board would place any excess funds in a reserve account. The Revenue Budget for 2007-2008 totaled \$2,266,962.00. There may not be any excess monies after the Ford Tax Tribunal Expenses are put aside, but if there is even \$100 or \$1000 left over it would be prudent to add this money to ~~the 2008-2009~~ reserve account.

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Sergott made the motion that the following line items of the 2007-2008 Romeo District Budget be amended, with \$26,942.00 transferred from the contingency line item in the following manner:

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|-------------------------|-------------|
| 1. Retirement | \$11,000.00 |
| 2. Reference Services | 100.00 |
| 3. Equipment Lease | 1,500.00 |
| 4. Supplies | 7,000.00 |
| 5. Building Maintenance | 6,000.00 |
| 6. Public Relations | 1,342.00 |

The motion was seconded by Schuster. Roll call vote: Sergott – yes, Schuster – yes, Eubank – yes, Yelick-Miller – yes, Reiz – yes, Wilson – yes. Ayes: all. Nays: none. Motion passed.

Sergott pointed out that, in the Edward Jones Account, most of the money in the HSBC Finance Commercial fund is for the next fiscal year (2009) with about \$100,000 being available for this (2008) fiscal year.

Eubank made a motion, supported by Reiz, to pay the library bills in the amount of \$78,924.06. Ayes: all. Nays: none. Motion passed.

DIRECTOR'S REPORT:

In addition to the written report, Harper also added:

1. Harper sent to each Board member a link to author Kath~~e~~ Koja's website. The Romeo District Library is mentioned prominently in this author's blog.
2. The sprinklers are on at both buildings and rain sensors have been installed on the sprinklers.
3. The attorney, Steven Schultz, is still reviewing the draft of the Employee Handbook, and he also pointed out some language inconsistencies that need to be cleaned up.
4. Harper explained how the library came to acquire a new flag for the library from Senator Sanborn, and how this is being tied into the Summer Reading Program.

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Sergott and Eubank mentioned that they might both have flags that they could donate to the library in the future.

5. Eubank mentioned that the print in the newsletter is very small. Yelick-Miller suggested printing up a few copies in large print for people to pick up at the library.
6. Harper also reported that the Early Literacy Station donated by the Friends was an instant success.

OLD BUSINESS:

a) Employee Survey:

Wilson reported that the surveys were distributed and they are just waiting for the last few to come in. Wilson and Schuster will meet on 6/11/08 to collate the results, which they will share at the July meeting.

b) Cafeteria Benefit Plan:

Wilson had received a reply from the attorney about the language with regard to the benefits on the cafeteria plan, and Wilson made a motion that the Executive Director be authorized to retain the legal counsel and employee benefit consultants necessary to adopt an up to date cafeteria plan for the Library's employees that provides the employees with the ability to contribute and pay through the plan toward child care costs, medical costs and other lawful expenditures, and that the final plan shall be provided to the Board for review and approval. Sergott asked that the word "Executive" be removed and then seconded the motion as amended. Ayes: all. Nays: none. Motion passed.

NEW BUSINESS:

a) Goals of the Board:

Yelick-Miller reminded the Board members to look over the strategic plan to see what it would be possible to accomplish in each year of the plan, keeping in mind possible financial restrictions, to consider creative funding options and to be ready to discuss at the July meeting.

b) Election of Officers:

Yelick-Miller emphasized that the first loyalty of the Board should be to the library. Each position is up for nomination and is for a 2-year term (this is not a term limit). Yelick-Miller and Sergott were both nominated for President, Eubank for Vice President, and Wilson for Secretary. Sergott declined the nomination for President and offered to continue as Treasurer. Eubank moved that the nominations be closed and stand as follows: Yelick-Miller for President, Eubank for Vice President, Sergott for Treasurer and Wilson for Secretary. Motion seconded by Reiz. Ayes: all. Nays: none. Motion passed.

c) Change of July meeting:

Since there will not be a quorum for the July meeting, Eubank made a motion, seconded by Schuster to change the meeting to July 17. Ayes: all. Nays: none. Motion passed. Harper will confirm which building the meeting will take place.

d) Change of August meeting location – Kezar:

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Since the meeting room will be fully occupied by the closing program of the Summer Reading Program, Eubank made a motion, seconded by Schuster that the August meeting be moved to take place at Kezar. Ayes: all. Nays: none. Motion passed.

e) Presentation of grant:

Eubank presented Harper with a grant of \$2735.45 from the Four County Community Foundation in the name of the Roland Graubner Endowment Fund for landscaping. Sergott made a motion, seconded by Schuster, to accept the generous donation from the Four County Foundation in the name of the Roland Graubner Endowment Fund. Ayes: all. Nays: none. Motion passed.

f) Sergott recommended that in future monetary donations should be deposited into a separate bank account and be entered as a separate line item in the budget, even if the library matches the donation.

g) Sergott announced that the assistant fire chief for Washington Township is working on a grant to get two defibrillators for the Romeo District Library – one for Graubner and one for Kezar.

Sergott made a motion, seconded by Wilson, to go into closed session to discuss union negotiations. Roll call vote: Sergott – yes, Wilson – yes, Schuster – yes, Eubank – yes, Yelick-Miller – yes, Reiz – yes. Ayes: all. Nays: none. Motion passed.

Meeting went into closed session at 8:46 p.m.

At 9:25 p.m. Sergott made the motion, seconded by Schuster, to come out of the closed session. Roll call: Sergott – yes, Schuster – yes, Wilson – yes, Yelick-Miller – yes, Reiz – yes, Eubank – yes. Ayes: all. Nays: none. Motion passed.

Reiz made a motion, seconded by Schuster, to adjourn the meeting. Ayes: all. Nays: none. Motion passed.

Meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Evva Schuster
RDL Board Secretary
7/24/08

Maureen Swanwick
Recording Secretary

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