

ROMEO DISTRICT LIBRARY

BOARD OF TRUSTEES

Regular Meeting Minutes

July 17, 2008

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

Others Present: Mary Elizabeth Harper (RDL Director), Maureen Swanwick, Terry Butz, John Heuss, and Stephen Schultz (library attorney)

The meeting was called to order at 7:37 p.m.

INTRODUCTIONS:

The board members introduced themselves to the public in attendance.

APPROVAL OF THE AGENDA:

Sergott requested that the following be added under “New Business”:

Approval of the 2008-2009 fiscal year official professional services for:

- a. Banking and checking
- b. Securities
- c. Official newspaper
- d. Library attorney
- e. Library auditor

Wilson asked to add, under “Old Business”, Personnel Committee Report:

- b. Update on union negotiations

Sergott asked to add, under “Old Business”:

- c. Congregational Church

Sergott made a motion, seconded by Schuster, to approve the agenda as amended. Ayes: all. Nays: none. Motion passed.

APPROVAL OF THE MINUTES:

Yelick-Miller pointed out that in the January 2008 minutes on page 2 under “Director’s Report,” in the first paragraph, second line the date “18 December 2008” should read “18 December 2007”.

June 5, 2008 Minutes

Yelick-Miller asked that on page 3 of the June 5, 2008 minutes the words “next year’s reserve account” be changed to “2008-2009 reserve account”, and also on page 3 the name “Kathy Koja” should read “Kathe Koja”, and on page 5 after “Meeting went into closed session at 8:46 p.m.” should be added “At 9:25 p.m. Sergott made a motion, seconded by Schuster to come out of the closed session. Roll call: Sergott – yes, Schuster – yes, Wilson – yes, Reiz – yes, Eubank – yes. Ayes: all. Nays: none. Motion passed; and Reiz made a motion, seconded by Schuster, to adjourn the meeting. Ayes: all. Nays: none. Meeting was adjourned at 9:26 p.m.”

Eubank made a motion, seconded by Sergott, to approve the June 5, 2008 minutes as amended. Ayes: all. Nays: none. Motion passed.

June 18, 2008 Minutes

A correction was made to the minutes for the June 18 Annual Budget meeting whereby the public hearing portion of the meeting is to be entered as having opened at 7:35 p.m. and closed at 7:36 p.m., there being no members of the public present.

Sergott then made a motion, seconded by Reiz, to accept the minutes for the June 18 meeting as amended. Ayes: Sergott, Reiz, Schuster, Yelick-Miller, Eubank. Abstain: Schuster. Nays: none. Motion passed.

PUBLIC PARTICIPATION

There was no public participation.

APPROVAL OF THE FINANCIAL REPORT/INVESTMENTS:

May 31, 2008 Balance:	\$2,348,511.00
June 30, 2008 Revenues:	\$47,658.90
June 30, 2008 Expenditures	\$127,758.91
June 30, 2008 Balance:	\$2,268,410.99

Sergott reported the following during her Financial Report:

- The Byron Center State Bank was closed on June 27, 2008 at \$99,000.00. This was a short term CD.
- HSBC Commercial Paper came due on June 2, 2008. These two amounts went into the Money Market.
- At present time there have been no good options for reinvesting the library’s money and our investment counselor has therefore recommended waiting for approximately two weeks to see whether a more favorable option becomes available. There are not many A1 investments to choose from and consequently, the library may be investing more in CDs in the near future.
- The Money Market account had around \$418,000 in June to pay the bills but approximately \$87,000 was also withdrawn to make the final Ford payment (of \$87,353.11). Sergott affirmed that RDL accounts are FDIC insured.

- Current market value in our securities holdings is \$1,704,544.00.
- National City Debt Retirement Account was closed last month.
- Tax tribunal amounts have been coming in. All four so far have been from Bruce Township and according to our auditors they can all be deposited in the library's General Fund.
- According to the Washington Township Assessor there will be an 18%-20% reduction in assessments for the 2009-2010 fiscal year. The tax rolls for the tax tribunal will be going out in February 2009. A 12% reduction had been calculated for this fiscal year, and a reduction of about 20% is expected for the following fiscal year.

LIBRARY BILLS:

July bills had been approved for payment at the June 18, 2008 budget meeting.

The Director stated that the unusual format for the distributed June 2008 bills was due to the fact that they were generated through the QuickBooks software.

Schuster asked about the Pitney Bowes invoices under the Equipment Lease figures, and Harper explained that one figure was for postage and the other for the rental of the machine.

Motion made by Eubank, seconded by Reiz, to accept the financial report. Ayes: all. Nays: none. Motion passed.

APPROVAL OF BILLS AND SALARIES:

Harper noted that there are two payrolls for July 2008:

1. \$37,197.29, the tax being \$4,103.87
2. \$37,726.73, the tax being \$3,815.27

Attorney Stephen Schultz addressed the Board regarding best practices for meetings; recording the minutes, corrections of minutes, public participation time limits, Board bylaws and procedures for revising the number of board members on a board. He indicated he was pleased to see that in addition to regular meetings, the RDL Board committee meetings are also being posted as required by the Michigan Open Meetings Act. He also advised the Board to develop a records retention policy.

Wilson made a motion, seconded by Sergott, to delete Article III section 6 from the bylaws and to renumber Sections 7 and 8. Ayes: all. Nays: none. Motion passed.

Schuster made a motion, seconded by Reiz, to institute a policy of limiting public participation to three minutes unless otherwise extended by the chair. Roll call: Schuster – yes, Reiz – yes, Wilson – yes, Yelick-Miller – yes, Eubank – yes, Sergott – yes. Ayes: all. Nays: none. Motion passed.

REPORTS OF THE DIRECTOR:

Harper added to the written report:

- a. The electrical inspector, Mr. Krygel, replaced the relays. In the process of replacing the relays he noticed there are only two wires where there should be three in the boxes. He strongly recommended that the library pay about \$39.00 to replace the boxes with three wires so the \$2,500 boxes do not get burned out. Harper gave him permission to order and install the parts post haste.
- b. The book drop at Kezar has been moved to the concrete pad. The concrete had been donated and the staff did the work, and the spouse of a staff member fixed the bottom of the book drop.
- c. A staff member had his appendix removed earlier this week and staff was informed by the supervisor. Supervisor has been informed that this was a violation of the staff member's privacy to ensure this does not happen again.
- d. Deborah Refior has tendered her resignation. She has finished her MLS and has accepted a full time job in Children's Services elsewhere. Harper recommended that the library not replace her with a Branch Specialist. Instead, the library will try to fill her shifts temporarily by moving staff around. Harper recommends a new job position of 20 hours – not a librarian or a specialist.
- e. Harper recommended that Kezar be closed on Saturdays starting after the Labor Day weekend, after having reviewed the usage of the Kezar Branch and the economics of the situation.
- f. Harper pointed out that the staff will soon need to choose their Sundays for the 2008-2009 year, so the Sundays need to be set.

Sergott made a motion, seconded by Eubank, to close Kezar on Saturdays starting after the Labor Day weekend, and to increase the Sunday open hours to 12 p.m. to 4 p.m. at Graubner, and for the library to be open on Sundays from September 7, 2008 through May 31, 2009, except for Easter. Ayes: all. Nays: none. Motion passed.

OLD BUSINESS:

a. Personnel Committee:

Wilson reported that the Personnel Committee met immediately prior to this meeting. She stated that they had met to discuss the proposed assistant position and that Harper is moving ahead with the hiring process. Wilson suggested that the results of the employee survey should be tabled until the next meeting due to time constraints. She advised members that work on the Employee Handbook is on hold until completion of union negotiations. Finally, she inquired whether the Board was in agreement to use the same 360 degree tools for the Director's evaluation and members concurred that the same forms should be prepared and distributed.

b. Update on Negotiations:

Sergott made a motion, seconded by Wilson, to go into closed session for the purposes of discussing the current status of union negotiations. A roll call vote was taken: Sergott – yes, Wilson – yes, Reiz – yes, Yelick-Miller – yes, Schuster – yes, Eubank – yes. Nays:

none. Motion passed.

The meeting entered into closed session at 8:32 p.m.

Meeting came out of closed session at 8:53 p.m.

Sergott made a motion, seconded by Eubank, to resume the open session of the meeting. A roll call vote was taken: Sergott – yes, Wilson – yes, Reiz – yes, Yelick-Miller – yes, Schuster – yes, Eubank – yes. Nays: none. Motion passed.

c. Congregational Church:

John Heuss introduced himself and Terry Butz. Terry Butz is the church's office manager, and she is also on the Ministry Council and the Stewardship Ministry, the latter being directly connected with the parking lot issue. The church would like to work with the library on a license agreement for the library and its patrons to use the parking lot. The Post Office has declined to participate, and therefore would not be part of the agreement. The church would be responsible for enforcement and they indicated they are considering using an attendant at times who could warn post office customers that they are not permitted to use that parking lot and that individual could contact the village police as necessary. Terry and John have written a letter to the local newspapers to draw attention to the parking restriction. The cost to the library would be \$4,500.00 per year split into two payments of \$2,250.00 this agreement would be subject to annual renewal. Lot repair and maintenance will continue to be the church's responsibility. Sergott indicated that funds have been allocated for this expense in the grounds and building section of the approved RDL budget. Discussion ensued.

Wilson made a motion, seconded by Sergott, that the Romeo District Library provide two payments of \$2,250.00 to the Congregational Church for Kezar parking during fiscal year 2008-2009. Discussion ensued. Roll call: Wilson – yes, Sergott – yes, Reiz – yes, Yelick-Miller – no, Schuster – yes, Eubank – yes. Ayes: five. Nays: one. Motion passed.

NEW BUSINESS:

Approval of the 2008-2009 fiscal year professional services for:

- a. Banking: Sergott made a motion, seconded by Wilson, that Huntington Bank be the Romeo District Library's bank of record for payroll accounts; that the Edward Jones Money Market be the checking account of record for purchases and expenditures other than payroll; that the Fifth/Third Bank be used for charitable contributions, donations and gifts. Ayes: all. Nays: none. Motion passed.
- b. Securities: Sergott made a motion, seconded by Eubank, that the 2008-2009 holder of securities will be Edward Jones. Ayes: all. Nays: none. Motion passed.
- c. Official Newspaper: Sergott made a motion, seconded by Eubank, that the official newspaper for public notices, records and bids will be the Romeo Observer of Romeo Michigan. Ayes: all. Nays: none. Motion passed.
- d. Library Attorney: Sergott made a motion, seconded by Eubank, that the official attorney for the Romeo District Library for the financial year 2008-2009 will be

Stephen Schultz of the firm Fahey, Schultz, Burzych, Rhodes PLC. Ayes: all. Nays: none. Motion passed.

- e. Library Auditor: Sergott made the motion, seconded by Eubank, that 2008-2009 auditor of record be Buss and Company *P.C.* Ayes: Sergott, Eubank, Yelick-Miller, Eubank, Reiz. Nays: Wilson. Motion passed.

Motion to adjourn made by Sergott, seconded by Reiz. Ayes: all. Nays: none. Motion passed.

The meeting adjourned at 9:42 p.m.

Respectfully submitted,

Suzanne Wilson
RDL Board Secretary

Maureen Swanwick
Recording Secretary