

<p>Romeo District Library Regular Meeting</p> <p>Wednesday, September 9, 2009</p> <p>Graubner Branch Meeting Room 65821 Van Dyke Washington, Michigan</p> <p>MINUTES</p>	<p>APPROVED MINUTES</p>
<p>Board President Julie Yelick-Miller called the meeting to order at 7:05pm</p> <p>Members present: Julie Yelick-Miller, Kathleen Eubank, Stephanie Sochowicz, Michael Pohlod, *Elizabeth Miller</p> <p>Members absent: Anna Reiz</p> <p>Employees Present: Library Director Mary Elizabeth Harper</p> <p>Others Present: Dana Jenuwine as recording secretary and Susan Brockmann – Bruce Township Clerk & Accounting Manager for RDL</p>	<p>CALL TO ORDER</p>
<p>AGENDA: Motion by Eubank, support by Pohlod to approve agenda as amended. Add: New Business D. Landscaping</p> <p>AYE: ALL NAY: NONE ABSENT: REIZ, MILLER</p>	<p>APPROVAL OF AGENDA</p> <p>MOTION CARRIED</p>
<p>APPROVAL OF MINUTES: Motion by Eubank, support by Sochowicz to approve the minutes of August 12th, 2009 Board of Trustees meeting as presented. Question by Trustee Pohlod regarding effective dates of contracts being entered into the minutes. Discussion was held and it was determined effective dates will be entered into the minutes when dates become available.</p> <p>AYE: ALL NAY: NONE ABSENT: REIZ, MILLER</p> <p>Motion by Pohlod, support by Eubank to approve the minutes of August 12, 2009 Personnel Committee meeting as presented.</p> <p>AYE: ALL NAY: NONE ABSENT: REIZ, MILLER</p>	<p>APPROVAL OF MINUTES</p> <p>AUGUST 12TH BOARD OF TRUSTEES</p> <p>MOTION CARRIED</p> <p>AUGUST 12TH PERSONNEL COMMITTEE</p> <p>MOTION CARRIED</p>

Trustee Pohlod indicated Washington Township has not been receiving copies of the minutes so he forwarded the minutes through August, 2009 to them.	
PUBLIC PARTICIPATION None at this time	PUBLIC PARTICIPATION NONE AT THIS TIME
*TRUSTEE MILLER ARRIVED AT 7:15pm	*TRUSTEE MILLER ARRIVES
FINANCIAL REPORT/INVESTMENTS: Motion by Pohlod, support by Sochowicz to approve the financial reports as presented. AYE: ALL NAY: NONE ABSENT: REIZ	FINANCIAL REPORT/INVESTMENTS
BILLS AND SALARIES: Motion by Eubank, support by Miller to approve the list of bills and salaries as presented. AYE: ALL NAY: NONE ABSENT: REIZ	BILLS AND SALARIES MOTION CARRIED
DIRECTOR'S REPORT: Presentation was made to Kathleen Eubank of an American Flag which was flown over the Capital Building. Director Harper gave written report to Board which included Facilities update, collections, personnel, operations and upcoming events. Discussion was held including; Finance Committee to meet September 30, 2009 at 7:00pm to open HVAC & snow removal bids. The Board requested bid information by October 9, 2009. Trustee Eubank informed Director Harper that the Personnel Committee chair needs to be apprised of director's leave time. Trustee Pohlod questioned extra computers and their usage and Director Harper will check into it. Discussion was held regarding the taping of the Library Board meetings. The consensus of the Board was "We are not interested at this time to have the meetings taped but the public is always welcome at the meetings and the minutes are available on line."	
OLD BUSINESS: HVAC UPDATE: Heights has signed the contract and the effective date of the contract is September 4, 2009. Director Harper outlined the timeline for the DDC Commission project. BRUCE TOWNSHIP ACCOUNTING CONTRACT: Currently there is no contract between Bruce Township and Romeo District Library. Director Harper asked the Finance Committee for direction on contract contents. Trustee Miller will work with Director Harper on the contract and report back to the Board at the October meeting.	

<p>STRATEGIC PLAN: Discussion was held regarding completed plan actions including the Mission Statement, newsletter and marketing ideas and the signage on Van Dyke. Each member had the chance to identify areas of interest/concern. Director Harper suggested a 2 person task force to help her with the implementation of some ideas. Trustees Sochowicz and Miller agreed to work with Director Harper on the task force.</p> <p>Director Harper reported to the Board computer usage at the Library has significantly increased and often there is a waiting period to use a computer. Questions were raised regarding Bruce, Romeo, Washington residents having priority over non residents. Discussion was held regarding requirements for computer usage, charging of non-residents for usage and whether or not a Board policy is required. Director Harper's immediate solution was to install 1 or 2 express stations in the lobby or adult services area. These stations would not have printer access and the time on-line would be limited.</p>	
<p>NEW BUSINESS:</p> <p>SNOW REMOVAL BIDS: Director Harper reported to the Board, the snow removal bids will be published on Wednesday, September 16, 2009, to be returned by September 30. Discussion was held as to ensuring that all submissions included per push and flat rate options. Director Harper indicated she had created a standardized form to help with the bid opening process.</p> <p>SUPPORT FOR LIBRARY OF MICHIGAN: Resolved by Pohlod , support by Miller to adopt a resolution in support of the Library of Michigan.</p> <p>AYE: ALL NAY: NONE ABSENT: REIZ</p> <p>SUBURBAN LIBRARY COOPERATIVE: Resolved by Pohlod, support by Eubank to adopt a resolution allowing for Romeo District Library to become a participating member of the Suburban Library Cooperative per the Plan of Service presented.</p> <p>AYES: ALL NAYS: NONE ABSENT: REIZ</p> <p>LANDSCAPING: Trustee Miller presented to the Board her concern regarding the amount of mulch located under the trees on the Library property. Discussion was held and Trustee Miller will speak with the landscapers to have the problem resolved.</p>	<p style="text-align: right;">SNOW REMOVAL BIDS</p> <p style="text-align: right;">SUPPORT FOR LIBRARY OF MICHIGAN</p> <p style="text-align: right;">RESOLUTION CARRIED</p> <p style="text-align: right;">SUBURBAN LIBRARY COOPERATIVE</p> <p style="text-align: right;">RESOLUTION CARRIED</p>

<p>ADJOURNMENT: Motion by Eubank, support by Miller to adjourn at 8:30pm.</p> <p>AYE: ALL NAY: NONE ABSENT: Reiz</p>	<p>ADJOURNMENT</p> <p>MOTION CARRIED</p>
<p>_____</p> <p>Stephanie Sochowicz , Secretary Date _____</p> <p>_____</p> <p>Dana Jenuwine, Recording Secretary Date _____</p>	