

Romeo District Library
Board Meeting
Graubner Library, 7:00 P.M.
December 8, 2010

APPROVED MINUTES

			VOTE					
			Treasurer	President	Trustee	Vice President	Trustee	Secretary
			Bosheers	Eubank	Marshall	Miller	Okoniewski	Reiz
	Agenda Item	Motion / Discussion						
I	Call to Order	Meeting called to order at 7:01 p.m. Members Present: Bosheers, Eubank, Marshall, Miller, Okoniewski Members Absent: Reiz Employees Present: Harper, Schultz, Pollock Others Present: Susan Brockmann	X	X	X	X	X	Absent
II	Introductions	None						
III	Approval of Agenda	Marshall moved and Okoniewski supported motion to approve the agenda of the Regular Board Meeting of December 8, 2010, with the following change: Under Approval of Financial Report/Investments, add (a) Bank Account Signatures and (b) Investment Policy. Under New Business, add item (b) Attorney. Motion Carried	Aye	Aye	Motion	Nay	Support	Absent
IV	Approval of November Minutes	Okoniewski moved and Marshall supported motion to approve November minutes. Motion Carried	Aye	Aye	Support	Aye	Motion	Absent
V	Public Participation	None						
VI	Approval of the Financial Reports/Investments	Bosheers requested clarification of changes made by auditors. Director stated that Friends of Library donations have a separate revenue line and that fixed expenses pertaining only to the cooperative have been grouped together. Bosheers requested Director provide a list of pending major facilities and grounds for review at January board meeting. Bosheers reported that the Finance Committee and Director met with Edward Jones and that Finance Committee and Director will further review and look at possible changes to investment procedures. Bosheers moved and Eubank supported motion to approve Financial Reports/Investments Motion Carried	Motion	Support	Aye	Aye	Aye	Absent
a.	Budget Amendments	Marshall moved and Miller supported motion to approve budget amendments included in the packet and presented by the Director. Roll Call: Marshall YES Bosheers YES Miller YES Eubank YES Okoniewski YES MOTION CARRIED	Aye	Aye	Motion	Support	Aye	Absent

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VII a.	Approval of Bills and Salaries Bank Account Signatures	<p>Bosheers stated current policy does not address who should sign checks and recommended that Secretary and Treasurer primary check signers and President the alternate. It was agreed that this issue would be included in the upcoming Roles and Responsibility workshop.</p> <p>Okoniewski moved and Eubank supported motion to have the Secretary and Treasurer be primary signatures with the President as alternate.</p> <p>Roll Call: Marshall YES Bosheers YES Miller NO Eubank YES Okoniewski YES</p> <p>MOTION CARRIED</p>		Aye	Support	Aye	Nay	Motion	Absent
b.	Investment Policy	<p>Bosheers proposed working with the Director and Brockmann, head of Bruce Township Accounting, to evaluate the current investment policy, current bank accounts, and overall cash management and develop recommendations that will go to the Finance Committee and then to the full Board for review.</p> <p>Miller expressed concern that there is a municipality on our board as Treasurer who intends to meet with another municipality to develop an investment policy without another board member present. This could be viewed negatively by the public. Bosheers and Brockmann both felt suggestion to meet is appropriate and due to the expertise each one of them brings to the table.</p>							

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<p>Approval of Bills and Salaries Cont. Investment Policy Cont.</p>	<p>Okoniewski moved and Marshall supported motion authorizing Bosheers to meet with Director and Susan Brockmann to evaluate the current investment policy, current bank accounts and overall cash management in a group session prior to bringing to Finance Committee.</p> <p>Roll Call: Marshall YES Bosheers YES Miller NO Eubank YES Okoniewski YES MOTION CARRIED</p>	Aye	Aye	Support	Nay	Motion	Absent
<p>Report of the Director</p>	<p>Director's Written Report for December 2010 Board Meeting</p> <p>In the spirit of the season of gratitude and thankfulness, I am delighted to report that:</p> <ul style="list-style-type: none"> o I received three spontaneous compliments on Library collections, service, and staff in three days: one from a former resident who was a guest at a Rotary meeting, one from a Chamber of Commerce member with whom I was doing business, and one from a store cashier. o The employees of the Meijer's Store at 26 and Van Dyke voted for the Romeo District Library in a Pepsi-sponsored contest and RDL received a check for \$407.00! PR has been addressed and a thank you delivered. o A long-time supporter gave \$200.00 toward the purchase of large print books. 						

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VIII	<p>Report of the Director Cont.</p> <p>Facilities: We're working with General Controls on getting prices for ensuring that Graubner's heat and outside lights are properly set and functioning. Quotes and more information should be available at the meeting.</p> <p>The annual parking lot light cleaning/testing/replacing was completed in late November.</p> <p>As you know, the donor refinished the two park benches at Kezar, for which we are all grateful. But the 3 older wooden ones that had also been on the front porch are in poor condition and covered with lead-based paint. The benches are now behind Kezar, covered in tarps and raised off the ground on bricks. What is the board's recommended action regarding those benches?</p> <p>Coming up—Events and Programs you will not want to miss:</p> <p>Adult service librarians are finalizing plans for an e-reader workshop to be held in January; representatives from various stores will be present to demonstrate their e-readers and answer questions.</p> <p>Because we all want to start the year off healthy, we're also planning a health fair that will include a panel discussion followed by an opportunity for attendees to talk one-on-one with the providers.</p> <p>The dates for those two events have not been settled yet, but we do have one firm date:</p> <p>On Wednesday, 19 January 2011, local author Karen Dionne will be at the Graubner Library to talk about, read from, and sign copies of her latest book, another geologically-themed thriller.</p> <p>And, with Kezar's 100th birthday coming on 6 February the Friends are planning a lovely celebration. Watch for more details soon.</p> <p>-----</p> <p>At the meeting, Director recommended that the Board authorize her to request that the Village of Romeo and Washington Township waive the fees associated with hanging signs and banners at the libraries.</p> <p>Eubank moved and Okoniewski supported motion to have Director work with the Village of Romeo and Washington Township to waive sign permit fees to RDL indefinitely.</p> <p>MOTION CARRIED</p>	Abstain	Motion	Aye	Aye	Support	Absent

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IX a.	Old Business Union Update	Bosheers moved and Miller supported motion to go into closed session to discuss union negotiations at 8:11 P.M.	Motion	Aye	Aye	Support	Aye	Absent
		Roll Call: Marshall YES Bosheers YES Miller YES Eubank YES Okoniewski YES MOTION CARRIED						
		Okoniewski moved and Marshall supported motion to come out of closed session at 8:40 P.M. MOTION CARRIED	Aye	Aye	Support	Aye	Motion	Absent
		Okoniewski moved and Marshall supported motion for the Library Board to accept the amended collective bargaining agreements for Units 62 and 91 of Local 412 of the UAW. MOTION CARRIED	Aye	Aye	Support	Aye	Motion	Absent
		Marshall moved and Okoniewski supported motion to adopt MERS Benefit E. MOTION CARRIED	Aye	Aye	Motion	Aye	Support	Absent
X a.	New Business Policy Manual	Next meeting will be held on January 12, 2011 at 6:00 P.M. prior to the regularly scheduled board meeting.						
b.	Attorney	Bosheers recommended reviewing attorneys and rates to determine where the market is. Director stated she will ask the library cooperative directors in her meeting on December 9, 2010 to share information about their attorneys. Bosheers would also like to look at a new investment broker. This item will be included in the Finance Committee discussion. Discussion regarding roles and responsibilities is a two hour workshop scheduled on Wednesday, January 26, 2011 from 6:00 P.M. to 8:00 P.M.						
X1	Adjournment	Bosheers moved and Marshall supported motion to adjourn at 8:46 P.M. MOTION CARRIED	Motion	Aye	Support	Aye	Aye	Absent