

Romeo District Library  
Board Meeting  
Graubner Library, 7:00 P.M.  
March 9, 2011

**APPROVED MINUTES**

VOTE

		Treasurer	President	Trustee	Vice President	Trustee
Agenda Item		Bosheers	Eubank	Marshall	Miller	Okoniewski
I	<b>Call to Order</b>					
	Meeting called to order at 7:01 p.m. Members Present: Bosheers, Eubank, Marshall, Miller, Okoniewski Members Absent: None Employees Present: Blevins, Narlock, Schacht, Schultz, VanFleet Others Present: Bob Hart, VOR Trustee, Donna Folland	X	X	X	X	X
II	<b>Pledge of Allegiance</b>					
III	<b>Introductions</b>					
IV	<b>Approval of Agenda</b>					
	Bosheers moved and Marshall supported motion to approve the agenda of the Regular Board Meeting of March 9, 2011, with the following change: Under New Business add items (a) Macomb Community College Intern, (b) Employee Survey, (c) Job Descriptions, (d) Lawyer Access, (e) Personnel Committee, (f) Transition Committee. <b>MOTION CARRIED</b>	Motion	Aye	Support	Aye	Aye
V	<b>Approval of February Minutes</b>					
	Bosheers moved and Okoniewski supported motion to approve February minutes with the following revisions. Under Old Business, Attorney Summary, revise motion to read, "Okoniewski moved and Marshall supported motion to hire Craig Lange as RDL's Labor Law attorney on an as required basis." Under New Business, Board Resolutions, revise first sentence to read "Okoniewski moved and Marshall supported motion to put Mary Elizabeth Harper on immediate paid administrative leave in order to give her added personal time to facilitate her move out of state." Motion was withdrawn. Also under Board Resolutions, remove "Board is not to have any conversation with any staff regarding their desire to be considered for interim director" and move to new item titled "Board Member Comment." Letter of resignation from Anna Reiz. <b>MOTION CARRIED</b>  Carol Marshall will replace Anna Reiz as Board Secretary on an interim basis until her replacement is announced.	Motion	Aye	Aye	Aye	Support
VI	<b>Public Participation</b>					
	Bob Hart, VOR Trustee, introduced himself and proceeded to read a letter he wrote to the RDL Board indicating concerns regarding undesirable behavior of the Board and the impact it will have on the overall progress of the library. Donna Folland introduced herself as a new member of the Friends of the Library.					
VII	<b>Approval of the Financial Reports/Investments</b>					
	Bosheers moved and Marshall supported motion to approve the Financial Reports/Investments which includes a budget amendment for employee health care HSA spending account. <b>MOTION CARRIED</b>  Bosheers stated Edward Jones is not accepting deposits as the company is no longer doing business with municipalities.  Bosheers moved and Marshall supported motion to designate Huntington Bank as the primary operating account. <b>MOTION CARRIED</b>	Motion	Aye	Support	Aye	Aye
		Motion	Aye	Support	Aye	Aye

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VIII	Agenda Item	Motion / Discussion	Bosheers	Eubank	Marshall	Miller	Okoniewski
	<b>Approval of Bills and Salaries</b>	Bosheers moved and Miller supported motion to approve Bills & Salaries <b>MOTION CARRIED</b>	Motion	Aye	Aye	Support	Aye
IX	<b>Report of the President</b>	<ul style="list-style-type: none"> <li>• Eubank recognized RDL employees for a great job on Mrs. Harper's going away party and the 10<sup>th</sup> Anniversary celebration.</li> <li>• Consideration being given for revised summer hours at Kezar Branch.</li> <li>• Proposed painting Kezar basement for future use as meeting room.</li> <li>• Eubank read letter from Mary Elizabeth Harper to Linda Schultz dated August 30, 2010, offering the position of Administrative Assistant at \$13.50/hr. until probation ends on October 15, 2010, at which time she will receive a \$.50/hr. increase.</li> <li>• Blevins has credit card used for purchases through Amazon. Previous purchases were put on director's card. Until such time that a new director has credit card for these Amazon purchases, limit on Blevins credit card should be increased.</li> </ul> <p>Miller moved and Eubank supported motion to increase the hourly rate for Linda Schultz from \$13.50 to \$14.00 retroactive to October 15, 2010. <b>MOTION CARRIED</b></p> <p>Miller moved and Bosheers supported motion to increase credit card limit for William Blevins to \$1,500. <b>MOTION CARRIED</b></p>	Aye	Support	Aye	Motion	Aye
			Support	Aye	Aye	Motion	Aye
X	<b>Old Business</b>						
a.	Investment Policy Review	Bosheers stated policy still work in progress. Will bring to next meeting for review.					
b.	Kruse Health Insurance	<p>Kruse submitted incorrect monthly premium in her correspondence to Mary Elizabeth Harper. Initial monthly premium submitted was \$1,017. 00. Actual premium is \$1,117.00.</p> <p>Okoniewski moved and Miller supported motion to approve revised premium of \$1,117.00 for Marina Kruse. <b>MOTION CARRIED</b></p>	Aye	Aye	Aye	Support	Motion
c.	Heating and Cooling	Okoniewski moved and Marshall supported motion to purchase new furnace motor to resolve heating issues over children's section of library at a cost not to exceed \$3,000. <b>MOTION CARRIED</b>	Aye	Aye	Support	Aye	Motion

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	Agenda Item	Motion / Discussion					
X d.	<b>Old Business Cont.</b> Board Training/Brainstorming	Miller reminded the Board of the need to be aware of the Open Meetings Act and not have discussions outside of board room.					
e. i.	Interim Director Review Bio's/Hire/Effective Date/Expectations	Miller reviewed status of candidates with the final recommendation of Martha Custer.  Miller moved and Okoniewski supported motion to hire Martha Custer as the RDL interim director effective March 21, 2011, at a compensation rate of \$500/day contingent upon a contract drawn up by the RDL attorney. <b>MOTION CARRIED</b>  Okoniewski passed out a list of expectations she put together and proceeded to read them aloud. Bosheers stated it was a good document, however, should be used only as a starting point. Expectations need to be developed jointly with new interim director. All board members agreed.	Aye	Aye	Aye	Motion	Support
XI a.	<b>New Business</b> Macomb Community College Intern	Marshall stated that she had been approached by Macomb Community College regarding their program for court reporting. The college has offered to make an intern available for all RDL regularly scheduled and special board meetings to record minutes. The intern will have minutes typed in requested format within 72 hours. The intern will receive college credit for hands on experience. Intern available for beginning with April board meeting.  Marshall moved and Bosheers supported motion to accept the offer for an intern with the Macomb County court reporting program. <b>MOTION CARRIED</b>	Support	Aye	Motion	Aye	Aye
b.	Employee Survey	Based on employee feedback, Okoniewski developed and passed out a new employee survey.  Bosheers moved and Okoniewski supported motion to table survey until interim director is in place. <b>MOTION CARRIED</b>  Eubank conducted a phone vote on employee survey. One Nay, Miller decending. While survey was pulled, vote required confirming action.  Miller moved and Bosheers supported motion to ratify February 24, 2011, telephone vote to deploy the staff survey. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Support
			Support	Aye	Aye	Motion	Aye

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Motion / Discussion						
XI	<b>New Business Cont.</b>					
c.	Job Descriptions					
d.	Attorney Access					
		Aye	Aye	Support	Aye	Motion
		Aye	Support	Aye	Motion	Aye
e.	Personnel Committee					
f.	Transition Committee					
XII	<b>Adjournment</b>	Motion	Aye	Aye	Support	Aye