

Romeo District Library  
Board Meeting  
Graubner Library, 6:00 P.M.  
April 13, 2011

**APPROVED MINUTES**

			VOTE					
Agenda Item		Motion/Discussion	Treasurer Bosheers	Trustee Collins	President Eubank	Secretary Marshall	Vice President Miller	Trustee Okoniewski
I	<b>Call to Order</b>	Meeting called to order at 6:00 P.M. Members Present: Bosheers, Collins, Eubank, Marshall, Miller, Okoniewski Members Absent: None Employees Present: Fannon, Narlock, VanFleet, McLaughlin Others Present: Martha Custer, Interim Director, Katie Agrusa, Intern	X	X	X	X	X	X
III	<b>Pledge of Allegiance</b>							
III	<b>Introductions</b>	Interim Director, Martha Custer						
IV	<b>Approval of the Agenda</b>	Okoniewski moved and Eubank supported motion to approve the agenda of the Regular Board Meeting with the following change: Under Financial Reports/Investments: add item (g) HSA bank account and debit card cost. <b>MOTION CARRIED</b>	Aye	Aye	Support	Aye	Aye	Motion
V	<b>Approval of the Minutes</b> 1. Regular Meeting-March 9, 2011	Okoniewski moved and Miller supported motion to approve March 9, 2011 minutes. <b>MOTION CARRIED</b>	Aye	Aye	Aye	Aye	Support	Motion
	2. Special Meeting-March 24, 2011	Miller moved and Bosheers supported motion to approve the March 24, 2011 special board meeting minutes. <b>MOTION CARRIED</b>	Support	Aye	Aye	Aye	Motion	Aye
VI	<b>Public Participation</b>  Public Comments    Kezar Gardens	Kathy Fannon requested that the board move the public comments to the end of the meeting. Eubank denied request due to the necessary changes in by-laws, but took said request into consideration for future meetings.  Rob Wing addressed the board in regards to the Kezar Library gardens with respect to his involvement in moving forward appropriately with the development of the gardens to ensure a long term commitment of its growth. The board expressed their appreciation towards Wing's commitment.						
VII	<b>Financial Issues &amp; Reports</b> a. Report By Director Concerning Library Finances  i. Investment of Library Funds   b. 2011-2012 Budget Cycle i. Discussion of Process   ii. Budget Public Hearing	Custer led a discussion regarding the Cash Fund Report putting emphasis on ensuring the checks and balances are well understood.  Bosheers moved and Marshall supported motion to approve the investment of library funds into laddered high yield accounts per the library's investment policy taking into account a cash flow analysis. <b>MOTION CARRIED</b>  Custer discussed her proposed process for the 2011/2012 budget to help document information about expenses and work to eliminate unnecessary costs. She will work with the staff on proposed projects and departmental needs. As part of the budget process, Custer and the Finance Committee will work to develop appropriate designated fund balances. The proposed budget will be presented at the June board meeting for review and then brought to public hearing on June 21, 2011 at 7:00 P.M.  Bosheers moved and Marshall supported motion to hold a public hearing on June 21, 2011 regarding the 2011/2012 budget. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Support	Aye	Aye
			Motion	Aye	Aye	Support	Aye	Aye

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			Bosheers	Collins	Eubank	Marshall	Miller	Okoniewski
Agenda Item			Motion/Discussion					
VII	<b>Financial Issues &amp; Reports Cont.</b>							
	c. RFP For Auditing Services	Bosheers moved and Okoniewski supported motion for the Director to issue an RFP for the 2011 audition services. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Aye	Support
	d. Approval of Bills & Appropriations	Bosheers moved and Marshall supported motion to approve the bills and appropriations in the amount of \$134,609.30. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Support	Aye	Aye
	e. Acceptance of Receipts	Bosheers moved and Okoniewski supported motion to accept receipts in the amount of \$169,924.92. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Aye	Support
	f. Budget Amendment	Bosheers moved and Okoniewski supported motion to amend the 2010-2011 budget by transfer of \$79,238.69 from the unrestricted fund balance into line 984.20, Repairs Kezar, of the operating budget. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Aye	Support
	g. HSA Bank Account & Debit Card Cost	Bosheers moved and Marshall supported motion to pay the monthly bank account and debit card fee for each employee covered by the Health Care Service Account. The Director shall so inform Dennis Doelle of Marwill and Associates.  Bosheers moved and Miller supported motion to establish petty cash accounts in the amount of \$100 for Graubner Library and \$25 for Kezar Library with appropriate petty cash procedures to include board approval. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Support	Aye	Aye
			Motion	Aye	Aye	Aye	Support	Aye
VIII	<b>Report of the President</b>	Eubank appointed Collins to the Personnel Committee.  Eubank moved and Miller supported motion that Carol Marshall be Secretary until the regular annual election of board officers. <b>MOTION CARRIED</b>	Aye	Aye	Aye	Motion	Support	Aye
IX	<b>Director's General Report</b>	In addition to the information provided in the report of the Director, the following was discussed: circulation, facility updates, staffing and book collections.						
X	<b>Old Business - Search Process for New Director</b>	The board addressed the need to continue the search for a new, permanent director. The Personnel Committee will meet on April 25, 2011 at 6:30 P.M. to discuss the appropriate process.						
XI	<b>New Business</b>							
	1. FOML Board Training Session	Okoniewski moved and Eubank supported motion to reimburse the travel expenses and the registration fee for Miller and Collins to attend the FMOL Board Training Workshop at Kentwood. <b>MOTION CARRIED</b>  The Finance Committee will meet on April 19, 2011 at 5:00 P.M. to develop a strategy for investment of the funds.	Aye	Aye	Support	Aye	Aye	Motion
XII	<b>Public Comments</b>	Rob Wing expressed concern regarding the library's hours to increase circulation on Sundays. Eubank stated that the church across the street is in session during potential hours for the library on Sunday who use the library's parking lot for additional parking. Miller stated that the board would take his concern under advisement for the future.						
XIII	<b>Adjournment</b>	Miller moved and Eubank supported motion to adjourn at 7:06 P.M. <b>MOTION CARRIED</b>	Aye	Aye	Support	Aye	Motion	Aye