

Romeo District Library
Board Meeting
Graubner Library, 6:00 P.M.
May 11, 2011

APPROVED MINUTES

			VOTE					
	Agenda Item	Motion/Discussion	Treasurer	Trustee	President	Secretary	Vice President	Trustee
			Bosheers	Collins	Eubank	Marshall	Miller	Okoniewski
I	Call to Order	Meeting called to order at 7:10 P.M. Members Present: Collins, Eubank, Miller Members Absent: Bosheers, Marshall, Okoniewski Others Present: Custer		X	X		X	
III	Pledge of Allegiance							
III	Introductions	None						
IV	Approval of the Agenda	Tabled until next meeting.						
V	Approval of the Minutes	Tabled until next meeting.						
VI	Public Participation	None						
VII	Financial Issues & Reports a. Report by Director Concerning Library Finances b. Approval of Bills & Appropriations c. Acceptance of Receipts d. Budget Amendment	Tabled until next meeting. Tabled until next meeting. Tabled until next meeting. Tabled until next meeting.						
VIII	Report of the Board President Establishment of Bylaws/Policy Review Committee	President, Eubank, established herself and Kim Collins as the Bylaw/Policy Review Committee.						
IX	Board Reports a. Finance Committee b. Personnel Committee c. Board Training	No questions or comments regarding information provided in packet. Custer is in process of setting up accounts with UBS. Collins presented summary of review of consulting firms being considered to perform candidate search for new library director. Three firms under consideration are: Bradbury Associates/Gossage Sager June Garcia, LLC Hartzell-Mika Consulting, LLC Comparison was made based on experience and how they could best serve RDL. Final recommendation by Collins and Eubank is Hartzel-Mika Consulting. Discussion tabled until next meeting. Miller presented overview of KDL Trustee Workshop attended by herself and Collins.						

Romeo District Library
Board Meeting
Graubner Library, 6:00 P.M.
May 11, 2011

APPROVED MINUTES

			VOTE					
			Treasurer	Trustee	President	Secretary	Vice President	Trustee
Agenda Item			Bosheers	Collins	Eubank	Marshall	Miller	Okoniewski
X	Director's General Report a. Statistics Overview b. Kezar Lower Level c. Graubner Parking Lot	<p>William Blevins presented last five years (2006-2010) circulation statistics. Discussion surrounded certain trends/drops. In particular, reasons for the drop in Juvenile were discussed citing the reduction in funding and programming as mainfactors. Custer has requested Children's Department Manager, Michele Yochim, to provide summary of what impact additional funds would have. Custer intends to fold additional funds into new budget. Custer has challenged department managers to brainstorm ideas for improving circulation.</p> <p>Lower level of Kezar was painted significantly improving appearance of walls. However, prior to lower level being used as meeting room, consideration must be given for lighting, furniture, etc. Custer would like input from board regarding their vision and expectations of this lower level. Stacie Narlock will also provide input as to how to best utilize this space.</p> <p>President Eubank established Collins and Miller as the Kezar Lower Level Committee. This committee will begin meeting In July in lower level at Kezar. One of their methods may be a focus group which will include appropriate community members and citizens.</p> <p>Custer stated that she is not pleased with Scotts Landscaping, our current landscaping company. They have not responded to numerous phone calls. Custed stated that she is currently looking for new company and intends to cancel the existing Scott's contract.</p>						
XI	Old Business a. Marina Kruz b. Check Signers	<p>Proposal to reimburse Marina Kruse, former Library Director, on a bi-monthly basis for the cost of retiree healthcare until such time as she reaches age 65 was approved.</p> <p>Currently, Bosheers, Eubank and Miller are approved check signers. Discussion tabled until next meeting.</p>						
XII	New Business b. Accounting Contract c. Advanced Director's Workshop d. Parking Lot Catch Basins	<p>Letter of understanding between Brockmann and Custer for accounting services at the cost of \$1,470 for basic services and extended services at the rate of \$19.42 per hour, not to exceed \$588 per month until the end of September, 2011. Tabled until next meeting.</p> <p>Covered under Director's General Report, Item (c).</p> <p>Catch basins were not properly reinforced, and with heavy rains, has caused concrete to erode resulting in a 14" hole next to cover. They are currently marked off with orange cones. Washington Twp. engineers have offered to help develop specs necessary for repairs. There are nine covers. All nine are not critical, however, all nine are in need of repair. Once specs are developed, an RFP will be issued.</p> <p>A special board meeting has been scheduled for May 23, 2011, 7:00 P.M. to vote on issues.</p>						
XII	Adjournment	Agreement to adjourn at 8:10 P.M.						