

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
August 10, 2011

APPROVED MINUTES

		VOTE						
		Treasurer	President	Trustee	Secretary	Trustee	Vice President	
Agenda Item		Motion/Discussion	Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
I	Call to Order	Meeting called to order at 7:00 P.M. Members Present: Beauvais, Collins, Fortuna, Lenaway, Meloeny, Miller Members Absent: None Staff Present: Custer, Schultz	X	X	X	X	X	X
II	Pledge of Allegiance							
III	Introductions	Introduced Mike Meloeny as a new board member appointed by Bruce Township replacing Michelle Okoniewski.						
IV	Approval of the Agenda	Miller moved and Meloeny supported motion to approve the agenda of the regular board meeting of August 10, 2011. MOTION CARRIED	Aye	Aye	Aye	Aye	Support	Motion
V	Approval of the Minutes	Lenaway moved and Beauvais supported motion to approve the July 13, 2011 minutes. MOTION CARRIED	Support	Aye	Aye	Motion	Aye	Aye
VI	Financial Issues and Reports							
	1. Report By The Director	Financial Committee met on August 4, 2011 at 6:00 P.M. Beauvais gave a recap of meeting. Dawn Lovrovich, UBS Financial Services, presented a review of the financial statement. Also MERS was discussed and the need to adopt MERS Benefit Program E due to Section 14.6 of the union contract. Susan Brockmann was not able to attend. Custer stated that she is still working with the auditors. They hope to have a preliminary meeting in the next week or two. It will be the end of October before we receive final report.						
	2. Approval of July Vouchers	Lenaway moved and Miller supported motion to approve vouchers in the amount of \$112,696.29. MOTION CARRIED	Aye	Aye	Aye	Moved	Aye	Support
	3. Approval of July Receipts	Beauvais moved and Meloeny supported motion to approve receipts in the amount of \$6,034.57, MOTION CARRIED	Motion	Aye	Aye	Aye	Support	Aye
VII	Report of the Board President							
	Finance Committee	As stated earlier, Finance Committee met with UBS on August 4, 2011. Check signature cards have been updated. The Finance Committee are authorized check signers.						
	Personnel Committee	Meloeny has been added to the Personnel Committee.						
	Policy Committee	Meloeny has been added to the Policy Committee. A meeting will be scheduled in September. Crisis Prevention/Intervention training and policies need to be put in place due to recent incidents in the library. Attorney/Legal Aspects: It is suggested that because certain issues are more complicated than what was originally anticipated, the library may need to look for additional legal representation with a firm specializing in Municipal Law, and in particular, Library Law. The two attorneys we currently have are not experts in library legal issues. Collins and Custer will investigate names and report recommendations next month.						

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VIII	Report From Friends of the Library						
	<p>Donna Folland introduced herself as a newly appointed liaison between the Friends and the RDL Board. She will begin submitting a written report every month. Presently, the Friends are working on a marketing program to increase their membership. They are having a Meet and Greet on the porch of the Kezar Library during the Peach Festival on Sunday, September 4th. Friends now also have a Face Book page.</p> <p>Tickets for the Garden Walk were \$10 and brought revenues of \$3,400. They have received many very good suggestions on how to improve upon the walk next year.</p>						
IX	Director's Report						
	<p>Collins will be attending the Peach Queen Reception on Friday, September 2nd. Miller and Beauvais indicated they will attend as well. Custer will order tickets.</p> <p>Custer reviewed the recently developed Plan of Service for employees. Miller asked why the Summer Reading Program was not covered in the Youth Services. Custer stated that the Plan of Service only goes through approximately January 2012. The intent of this document is to bridge the gap until a new director comes on board. Meloeny asked if every department will have a plan. Custer stated yes and that the information in this month's packet is work to date. She went on to say that a weakness within the library is that there is little coordination between departments and the plan attempts to rectify that. Meloeny commented that without cooperation, we are not realizing the synergies that could benefit the library.</p> <p>Miller asked that procedures to protect historical documents be developed as part of the historic and digitization plan which will be coordinated between Kezar and Graubner.</p> <p>Beauvais asked if there were any programs for children with learning disabilities. Custer stated not currently but felt this was an excellent idea and intends to add it to the Youth Services Plan of Service.</p> <p>Meloeny commented that we need to capture the upcoming baby boomers and think about ways draw them in.</p> <p>Lenaway asked if there is any plan to have a research program for kids in school. Custer responded that we help with homework all the time. Miller suggested that we could possibly have dedicated hours to help students with research papers. Custer stated that many libraries are structuring this type of assistance through their web sites making it available all hours both in and out of the library.</p> <p>Miller stated that the new director is to be in place by November 1st. It is the Board's responsibility to provide a strategic direction/strategy during the interview process.</p>						
X	Old Business						
	<ol style="list-style-type: none"> 1. Parking Lot Repair & Traffic Study 2. Director's Search 						
	<p>Custer hopes to advertise the RFQ through Bid Net within the next week.</p> <p>Previously covered.</p>						

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Agenda Item	Motion/Discussion						
XI	<p>New Business</p> <p>1. MERS</p> <p>Custer received letter from MERS (Michigan Employment Retirement System) indicating that it is time to adopt the cost of living allowance for retirees. Custer stated that we need to have a study done as we are not 100% funded. MERS will come out in October and explain to the Board the program as it applies to RDL. This will be a one to two hour study session.</p> <p>Miller moved and Beauvais supported motion to approve Custer to proceed with getting cost of actuarial accrued liability associated with adoption of the MERS Benefit E. MOTION CARRIED</p> <p>2. Business Manager</p> <p>Custer stated that she is spending a tremendous amount of her time at the library on financials. She would like to proceed with hiring a Business Manager on a contract basis. When the audit is completed, there will be numerous procedural changes. The Business Manager needs to be in place by that time. Meloeny requested that the Board be given the opportunity to review the job description for this position.</p> <p>Miller moved and Beauvais supported motion to approve Custer to proceed with finding a suitable part time contracted Business Manager. MOTION CARRIED</p>	Support	Aye	Aye	Aye	Aye	Motion
		Support	Aye	Aye	Aye	Aye	Motion
XII	<p>Public Participation</p> <p>Kathy Fannon, RDL Adult Services, spoke in behalf of the RDL Staff in requesting that the library close on Easter Sunday and Mother's Day.</p> <p>Beauvais moved and Lenaway supported motion to close the library on April 4, 2012, Easter Sunday, and May 13, 2012, Mother's Day. MOTION CARRIED</p>	Motion	Aye	Aye	Support	Aye	Aye
XII	<p>Adjournment</p> <p>Miller moved and Beauvais supported motion to adjourn at 8:37 P.M. MOTION CARRIED</p>	Support	Aye	Aye	Aye	Aye	Motion