

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
January 11, 2012

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 7:03 P.M. Members Present: Beauvais, Collins, Fortuna, Lenaway, Meloeny, Miller Members Absent: None Staff Present: Valyi-Hax, Schultz, Keppler						
II	Pledge of Allegiance							
III	Introductions	None						
IV	Approval of the Agenda	Miller moved and Beauvais supported motion to approve the agenda of the regular board meeting of January 11, 2012 with the following change. Under New Business, add item #4, Resolution For Friends of Library - Special License. MOTION CARRIED	Support	Aye	Aye	Aye	Aye	Motion
V	Approval of the Minutes	Fortuna moved and Meloeny supported motion to approve the minutes of the December 14, 2011 board meeting. MOTION CARRIED	Aye	Aye	Motion	Aye	Support	Aye
VI	Financial Issues and Reports 1. Report By The Director And Business Manager Concerning Library Finances	<p>Keppler stated that she is fully immersed in the new accounting software. System is intuitive and easy to pick up on. Both Computrain and Huntington Bank have been very helpful. Bruce Twp. has been helpful and professional in giving us all of the information we need. All hard copy records have been picked up and are now at RDL. Bruce Twp. completed W2's and payroll through the end of the year.</p> <p>Keppler stated that she is trying to avoid the need to cut mid-month or early release checks in order to let the board review them prior to mailing. She is working to have certain due dates changed to accommodate this. She will print checks the Tuesday before the board meeting on Wednesday. The Check Register Report requires a description column added. Keppler will work with Computrain to accomplish this. Valyi-Hax also stated that there is a Register of Claims Report that needs revision. The report is in claim number order as they are frequently used in Indiana whereas we would need this report in alphabetical order by vendor and/or by check number.</p> <p>Keppler asked the board if they would like a list of vouchers that have already been entered included in the Friday packet prior to the board meeting or would they prefer to receive an all inclusive list on Wednesday. The board agreed that they would like to review what is available in their Friday board packet.</p> <p>Meloeny asked if the Computrain software will allow each employee to input their hours electronically versus on paper. Keppler answered that it is an add-on to what we already have, but we have not yet purchased that module as we are not ready to use it. It is our intent to purchase it in the future.</p> <p>There was a discussion regarding the MERS unfunded liability and what it is going to take for RDL to become solvent. It was agreed that questions and concerns regarding this issue will be answered in the upcoming MERS workshop.</p>						

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VI	<p>Financial Issues and Reports Cont.</p> <p>1. Report By The Director And Business Manager Concerning Library Finances Cont.</p> <p>2. Approval of Vouchers</p> <p>3. Approval of Receipts</p>	<p>Howard Pascoe, audience participant, asked if all of the pension obligations are properly funded and do they meet the Federal and State laws. Keppler answered that everything is fully disclosed and recorded in our annual audit. She went on to explain the defined benefit and retiree health care as being the two components that make up this unfunded liability. With the advice and guidance of a MERS consultant in the upcoming workshop, the board will determine the best avenue to take on how to fund this liability going forward.</p> <p>Fortuna moved and Beauvais supported motion to approve vouchers in the amount of \$85,604.92. MOTION CARRIED</p> <p>Miller moved and Beauvais supported motion to approve receipts in the amount of \$21,082.04 MOTION CARRIED</p>						
		Support	Aye	Motion	Aye	Aye	Aye	
		Support	Aye	Aye	Aye	Aye	Motion	
VII	<p>Report of the Board President</p> <p>1. Committee Reviews: Reports</p>							
VIII	<p>Report From Friends of the Library</p>							
IX	<p>Director's Report</p>							

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IX	<p>Director's Report Cont.</p> <p>Valyi-Hax stated that the library is in the process of organizing a blood drive with the American Red Cross. She would like to see the library participate in this drive twice a year. Heather Van Fleet is organizing this event with the Red Cross. The date of the drive has not yet been established.</p> <p>Valyi-Hax indicated circulation has seen a decline. She attributes this, in part, to policy changes and the fee for one day videos.</p> <p>Meloeny asked why there is no representation from RDL on the SLC Board of Directors. Valyi-Hax explained that different libraries take turns. We have had a representative on the board in the past, and will again some time in the future.</p> <p>1. Department Reports Adult Services</p> <p>Glen held the "Alien Abduction" program and will be looking into having the speaker come back to discuss further in detail his own abduction experiences.</p> <p>Tuesday Book Group met with 8 members attending. Next month they will determine what will be read the following year. Lists of cumulative titles are available from the Adult desk if any board members are interested.</p> <p>Heather VanFleet and Kathy Fannon have applied to have the library take part in World Book Night, with Director's approval. It will take place on April 23, 2012, and more details will be provided as we get them. This is a national event.</p> <p>The department continued with Outreach, reference questions, and answering e-book related queries, especially after Christmas.</p> <p>Children's Services</p> <p>The drop-in winter craft had the most participants ever with a number of 81. They continued with their Legos Club and cooperation with Macomb Family Services Literacy Play Group. Each week the number of children has increased.</p> <p>Kezar Branch</p> <p>The Kezar Library has been hosting the "Great Books" Book Group for four years and the group is going strong. This year the group has decided to do something a little different. Instead of reading the modern classics like they have been, they will now be reading a "classic" within a given genre. Additionally, the crochet guild that meets on Tuesdays is also going strong with meetings usually having at least 8 in attendance but up to 18.</p> <p>Kezar also hosted Joann Puffer Kotcher, the local author of Donut Dolly: A Red Cross Girl's Time in Vietnam and had a great turn out for local historian, Bill Grandstaff's A Civil War Christmas.</p>						

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	<p>Kezar Branch Cont.</p> <p>2. Special Report From Adult Services Dept.</p>	<p>They also added three new titles to their local history and genealogy collection, two cemetery books, The Brabb Cemetery and Clifton Mills and Macomb County Civil War Footprints. They are looking forward to sharing these titles with the participants of Kezar's February program, Local History and Genealogy Resources at the Kezar Library.</p> <p>Kathy Fannon stated that programming is set solid through March, with some in May and June. They are working on adding to those programs already in place. They are getting ready for the summer reading program. Heather VanFleet stated she is working with Barnes and Noble to obtain a donation for colored Nooks and gift cards for summer reading prizes. She has also just submitted a grant request for a speaker for the summer reading program as well.</p> <p>Fannon stated they are still waiting on the Four County Community Foundation as to whether they will pay for half of the Foundation Center database. The other half has already been funded by Friends of the Library. RDL is the only Macomb County library that has a Foundation Center.</p> <p>VanFleet stated that furniture for the teen room has arrived. An artist will be painting a mural in the teen area. The furniture will be put in place once this mural has been completed.</p>						
X	<p>Old Business</p> <p>1. HVAC System and Contract</p> <p>2. Keys at Library Buildings</p> <p>3. Telephone Contract</p>	<p>Valyi-Hax contacted the previous director who confirmed there have been issues for a while and that the contract should be re-bid when completed. The current company is working with our facilities manager on an issue to get the morning warm-up (a large burst of hot air, followed by regulated heating during the day) working.</p> <p>Valyi-Hax has been in contact with Romeo Village Locksmith, and the locks will be changed soon. She commented that large companies change their locks regularly, especially after a change in administration personnel.</p> <p>Current contract with Windstream is now on a month-to-month arrangement. Valyi-Hax spoke with a representative from AT&T as well as our representative from Windstream. Valyi-Hax reviewed the various pricing options from both companies with the overall recommendation to renew RDL's contract with Windstream.</p> <p>Price for AT&T: \$30/line for local, \$31 700 long distance minutes (no data lines) Lines at ROG = 9 (\$301) Add T-1 line = \$470 Total = \$771</p> <p>Price for AT&T: \$30/line, unlimited locate & long distance Lines at ROK = 4 (\$120) Add DSL line at ROK = \$30 TOTAL = \$150</p>						

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X	<p>Old Business Cont.</p> <p>3. Telephone Contract</p>	<p>Price for Windstream, Option 1: ROG (9 telephone lines, 1 T-1 line, includes discount) = \$358.70 ROK (4 telephone lines, 1 DSL line) = \$150.45</p> <p>Price for Windstream, Option 2: ROG (9 telephone lines) = \$308 ROK (4 telephone lines, 1 DSL) = \$150.45</p> <p>Prices do not include taxes and fees.</p> <p>There is a T-1 data line currently used at the circulation desk. William, RDL System Manager, says it is not a requirement. However, it is handy to have. If our cable internet (Comcast) goes down, we still have a way that we can check out books and other materials to our patrons.</p> <p>Miller moved and Lenaway supported motion to continue service with Windstream with prices as indicated in Option 1 for three years. MOTION CARRIED</p>					
		Aye	Aye	Aye	Support	Aye	Motion
XI	<p>New Business</p> <p>1. March 2012 Regular Meeting</p> <p>2. Suburban Library Cooperative - Library Privacy Act</p> <p>3. DVD Circulation Policy</p>	<p>The library board's regular March meeting is scheduled for March 14, 2012. Valyi-Hax will be out of town attending the Public Library Association conference. Valyi-Hax offered the proposals of rescheduling for March 7 or for March 21.</p> <p>Miller moved and Beauvais supported motion to reschedule the regularly scheduled board meeting from March 14, 2012, to March 7, 2012. MOTION CARRIED</p> <p>The SLC requested library directors to sign a statement on behalf of their respective libraries acknowledging that the director has read the Library Privacy Act of 1982 and that the staff will be an agent for other members in matters pertaining to the interpretation of that Act. Only authorized staff have access to patron information.</p> <p>RDL has the following policies regarding the checkout of video games, DVD's and Blu-ray discs:</p> <p>1-Day DVD's, Blu-ray discs, video games: 2 items per library card 7-Day DVD's, Blu-ray discs 10 items per library card</p>					
		Support	Aye	Aye	Aye	Aye	Motion

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	3. DVD Circulation Policy Cont.	<p>Valyi-Hax requested that given the library has a healthy collection of all of these items now, that we remove the restrictions on how many people can check out per card. We do not have limits on our books, audio books, or magazines, and she stated that there is no point of having these arbitrary restrictions on DVD's, especially given our concerns about declining checkout numbers.</p> <p>Board members were still concerned of the public's inability to have sufficient access as this policy went into place due to previous patron abuse.</p> <p>Fortuna moved and Beauvais supported motion to release the limitations on DVD's that can be checked out per card. MOTION FAILED</p> <p>Valyi-Hax agreed to provide how many movies we get per month with a one day sticker and how long do they stay one day before the next board meeting to help facilitate further discussion.</p>	Support	Nay	Motion	Nay	Nay	Nay
	4. Resolution for Friends of Library - Special License	<p>The Friends of the Romeo District Library are planning to hold a Gala on January 28, 2012, to support the library. They want to serve (but not sell) wine. Because they are charging for tickets, they need to get a special license from the State Liquor Control Commission. Part of the application requires that the application from the Friends of the Romeo District Library for a special license to serve alcohol on January 28, 2012, at 107 Church Street in Romeo be considered for approval.</p> <p>Miller moved and Lenaway supported motion to allow Friends of the Romeo District Library to apply for a special license to serve alcohol on Saturday, January 28, 2012, at 107 Church Street in Romeo. MOTION CARRIED</p>	Aye	Aye	Aye	Support	Aye	Motion
XII	Public Participation	<p>Donna Folland stated that she was excited about strategic planning. She requested that Friends be integrated into this discussion. Valyi-Hax stated that involvement would be open to the staff, community, and there will be the possibility of an outside consultant included as well.</p> <p>Howard Pascoe asked how our back-up servers for all library systems are handled. Valyi-Hax stated that RDL does not have a server. Everything is off-site at the Suburban Library Cooperative. The new accounting system is also off-site at Computrain.</p>						
XIII	Adjournment	<p>Miller moved and Beauvais supported motion to adjourn at 8:55 P.M. MOTION CARRIED</p>	Support	Aye	Aye	Aye	Aye	Motion