

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

APPROVED MINUTES

Agenda Item		Motion/Discussion	VOTE					
			Treasurer	President	Trustee	Secretary	Trustee	Vice President
			Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
I	Call to Order	Meeting called to order at 7:03 P.M. Members Present: Beauvais, Fortuna, Lenaway, Meloeny, Miller Members Absent: Collins Staff Present: Valyi-Hax, Schultz, Keppler						
II	Pledge of Allegiance							
III	Introductions	None						
IV	Approval of the Agenda	Meloeny moved and Beauvais supported motion to approve the agenda of the regular board meeting of March 7, 2012 with the following change: Under New Business, add item 1.5, Approval For Actuarial Study Template From Plante Moran. MOTION CARRIED	Support	Absent	Aye	Aye	Motion	Aye
V	Approval of the Minutes	Lenaway moved and Meloeny supported motion to approve the minutes of the February 8, 2012 board meeting. MOTION CARRIED	Aye	Absent	Aye	Motion	Support	Aye
VI	Financial Issues and Reports							
	1. Report By The Director And Business Manager Concerning Library Finances	Valyi-Hax stated that we are in the process of entering historical payroll data. Historical bank reconciliations are being completed. She brought the board up to date regarding training of herself and Schultz on the Computrain system. As of the end of February, almost 62% of the budgeted property tax revenues have been received. Valyi-Hax stated that she has learned that in Macomb County, penal fines are paid out once a year. A budget amendment will be done in a couple of months to reflect this. Valyi-Hax stated that the library is in transition of eliminating mid-month checks. Keppler has communicated with major vendors to make them aware of the once a month payments. Meloeny asked for an update on previous audit comments. Valyi-Hax agreed to provide the board with a list of the comments and corresponding resolutions by the next meeting.						
	2. Approval of Vouchers	Beauvais moved and Lenaway supported motion to approve vouchers in the amount of \$40,411.39. MOTION CARRIED	Motion	Absent	Aye	Support	Aye	Aye
	3. Approval of Receipts	Beauvais moved and Lenaway supported motion to approve receipts in the amount of \$415,592.12. MOTION CARRIED	Motion	Absent	Aye	Support	Aye	Aye

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VII	<p>Report of the President</p> <p>1. Committee Reviews: Reports</p>						
	<p>Finance Committee met to review MERS and healthcare balances. Beauvais stated that MERS and healthcare balances were compared against RDL's fund balance. She stated that it is necessary to look at the next budget regarding fund balance as healthcare has been accounted for, but MERS has not. The board needs to decide how much is applied towards the outstanding debt versus fund balance reserve. This decision will be made after contract negotiations and next year's budget have been completed.</p>						
VIII	<p>Report From Friends of the Library</p>						
	<p>Jean Viviano announced that she would be representing the Friends of The Library in all future library board meetings. Donna Folland, the previous representative, has changed her status from active member to volunteer. Viviano went on to give credit to Folland for all the work she has done, and in particular, creating the web page for the Friends.</p> <p>Viviano thanked the RDL board members for attending the Gala held at Kezar Library. She announced that their Spring Basket Auction will take place March 16th through April 4th. She stated that to date, there are six gardens scheduled for this year's Garden Walk. They are hoping for a few more gardens to sign up.</p>						
IX	<p>Director's Report</p>						
	<p>Valyi-Hax e-mailed Tammy Turgeon, director of the Suburban Library Cooperative, to ask her how the SLC Board is assembled. Her response was: The SLC Board is made up of member library representatives. Not all of the SLC board members are members of the member libraries' boards. The member library board appoints a representative to the SLC Board. The term of service for Class I, II, III, IV, and V libraries is 3 years. Class VI library terms are 5 years. No one has a permanent seat on the board. Class IV and V libraries share 3 seats on the board. Romeo's term should start in October 2014, but if a library ahead of them does not take its spot, then Romeo could be appointed in 2013.</p> <p>This means that if none of the board members want to serve when it is RDL's turn, the board can appoint someone else, such as a member of the Friends Group or a dedicated patron. Staff are prohibited from serving.</p> <p>Valyi-Hax stated that she will be out of the office March 14-17, attending the Public Library Association conference in Philadelphia.</p> <p>Valyi-Hax reviewed a memo that she distributed to the staff in February regarding security in the staff area. She asked for the Board's assistance in helping to enforce this rule by checking in at the circulation desk.</p> <p>Valyi-Hax stated she is interested in becoming a Notary Public, and Stacie Narlock has also expressed interest in doing this. She feels this is a great service to offer the patrons. In order to do this, the individual must pay for a \$10,000 surety bond (\$50-\$100, according to the Secretary of State's web site), as well as a \$10 fee to file with the county and a \$10 fee to file with the state. She plans to have employees who wish to participate pay for the cost of the surety bond, with the library paying for the filing fees. The length of appointment is 6 to 7 years, depending on the notary's birthday.</p>						

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IX	<p>Director's Report Cont.</p> <p>1. Department Reports</p> <p>Adult Services</p>						
	<p>Glen will be having a presentation on the sinking of the Titanic in commemoration of the disaster. This special speaker from The Henry Ford Museum will be coming in on Saturday, May 12th from 1-3 PM. Glen has done something fun for the event by making replica Titanic boarding passes that each person attending will receive. Each of the boarding passes will have a real passenger's name from the event, and at the end of the program, attendants will be told if that person lived or died in the sinking; it makes for an exciting way to end the program.</p> <p>Tuesday Bookgroup met with 10 members attending. Books for the next six months have been chosen and are available at the Adult desk.</p> <p>Heather's Dungeons and Dragons group again met twice this month with an attendance of 14 players. This is almost consistent with last month, a good indication that its popularity is solid.</p> <p>The Macomb County Gamers group met for the second time this month with 7 people in attendance.</p> <p>Kathy's grant/scholarship program had a good attendance of 16 people. This was done as a part of the Library's obligation as a Cooperating Collection of the Foundation Center. She is also planning on taking the same basic information to College Night at the Romeo Engineering and Technology Center on March 13th. The Long Term Care Insurance had 3 people attending last Wednesday. Weather was a bit iffy, so they speculate it was that, not the topic, that kept people away.</p> <p>Glen's program, Armageddon Again, had an attendance of 21 people; a decent amount especially on the night of a predicted snow storm. A special note here - the world did not end....yet.</p> <p>At least 2 university exams were proctored this month.</p> <p>Kathy has made handy new bookmarks with the two library branches hours and upcoming March programs on the reverse side. These can be found at the reference desk and lobby kiosk.</p> <p>Heather has an upcoming book discussion program for the "Hunger Games." Materials were sent off to the local schools and currently 20 teens have registered. This program will have the Incentive of earning a movie pass that is good for one year. Those attending the program can turn in the pass to see the movie due out the following week.</p> <p>The blood drive materials are being put together and will be delivered out to the community early next week.</p>						

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	<p>Directors Report Cont.</p> <p>1. Department Reports Cont. Children's Services</p> <p>Kezar Branch</p>						
		<p>February was a busy month. The Lego club met with 35 attendees.</p> <p>They had a spectacular program by Washington's own Rosie Chapman. She came and appeared as Harriet Tubman and depicted her life while using the audience in specific roles. She truly brought the life of Harriet Tubman to attendees through an interactive stage/audience production.</p> <p>The Magical History Tour had 6 attendees discussing The Dovekeepers by Alice Hoffman.</p> <p>The department's cooperation with Macomb Family Services and the Literacy Playgroup is doing wonderfully with more and more families joining each month. This month a total of 123 people participated. This group is learning the facets of play and literacy with a sprinkling of parenting. They read a book, do a physical activity and a craft to reinforce words, letters and story patterns. If there is a meltdown with any child, the Family Services facilitator shows appropriate parenting techniques for that child's age range.</p> <p>Storytime is in full swing with a total of 6 classes weekly. They have a Lapsit class, two Toddler Time classes and three Preschool classes. They had a total of 20 classes this month with a total of 217 participants.</p> <p>They went to the schools twice this month with a "Mystery Reader" at Amanda Moore and their monthly Crowell visit to see the ECSE classes (Early Childhood Special Education). Between the two visits, they met with 156 students.</p> <p>They are always tweaking their wikis and this month they have had 3,363 hits.</p> <p>This month, the Kezar staff has continued to weed the DVD collection in order to make room for new movies being transferred from Graubner. They have also been updating their series list for accuracy and ordering. Kezar Library keeps the first and most recent two in the series that they carry and they have been labeled to make it easier for patrons to recognize.</p> <p>Crochet group and bookgroup were also well attended, but Local History and Genealogy Resources was not. Stacey will be working on a pamphlet that can be passed to patrons that are interested in the resources that they have.</p> <p>This upcoming month, Kezar will be hosting a genealogy program on Finding Your Female Ancestors on March 22nd at 6:00 PM.</p>					

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	<p>Director's Report Cont.</p> <p>1. Department Reports Cont. Technical Services</p>	<p>They have added two new shelving categories to the DVD collection: Musicals and The Criterion Collection. Musicals include classics like "Singin' in the Rain" and "West Side Story" and new musicals like "Moulin Rouge" and "Mamma Mia." The Criterion Collection is from a movie company that releases "a continuing series of important classic and contemporary films, has been dedicated to gathering the greatest films from around the world and publishing them in editions that offer the highest technical quality and award-winning, original supplements."</p> <p>eBook help classes have been scheduled for Monday, March 19th from 5:00 PM to 7:00 PM at the Kezar Library and Monday April 16th from 7:00 PM to 9:00 PM at the Graubner Library. "Meet Your iPhone/iPad" is scheduled for Wednesday April 25th at 6:00 PM to give patrons who own an iPhone or iPad a bit of help in getting to know their devices and what they can do with them.</p> <p>The current Films@RDL schedule includes "Tinker Tailor Soldier Spy" Saturday, March 24th at 1:00 PM and 3:00 PM, "The Muppets" Wednesday, March 28th at 6:00 PM, and "The Girl With The Dragon Tattoo" Saturday, April 7th at 12:00 PM and 3:00 PM.</p>					
	<p>2. Special Report From Circulation Department</p>	<p>Maureen Swanwick, Head of Circulation, gave a report on the Circulation Department. The following are highlights from her presentation:</p> <p>Circulation currently has 1 full time department head, 7 part time library assistants and 3 part time pages.</p> <p>Library assistants help patrons take items out and bring them back. They do most of the interacting with patrons, work at the circulation desk, register patrons, collect fines and fees, and direct calls and patrons in the building. They work 20 hours per week.</p> <p>Pages put items back on the shelf. They reshelve items, keep shelves in order, and clean discs. They work 10 hours per week.</p> <p>Currently circulation has four subs, two of which are former employees. There are also three current staff members that are subs.</p> <p>The Circulation Department is important as it is the first and last thing the patrons see. They are often the first to alert patrons to programs or services. They try to make the patron feel welcome and promote the library.</p>					

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IX	Director's Report Cont. 2. Special Report From Circulation Department	<p>Circulation meetings are held in house every other month. There are system manager meetings every other month at SLC and circulation roundtable meetings 4 times a year. There are circulation policy roundtable meetings where a Cooperative wide circulation policy manual was developed.</p> <p>They are in the process of making sure each patron has a valid phone and e-mail address eliminating the need for mailers. They were involved in the MAPS program which gave free passes to museums and Park-N-Read which gives free passes to parks during the summer. Circulation is also taking an active role in soliciting patron responses to the library's program survey.</p>						
	Old Business 1. DVD Circulation Policy	<p>Effective March 1, Valyi-Hax implemented these revised DVD/Blu-ray policies: Patrons can check out as many 7-day DVDs and Blu-rays as they wish. Patrons can check out up to 5 1-day DVDs and Blu-rays. Because the library does not have a large number of video games, there is still a limit of two discs per card. Valyi-Hax and the staff will evaluate the numbers periodically over time to look for any increases in circulation. Initially, there were a few patrons not happy with the 5 1-day DVD policy. Circulation is keeping track of these comments.</p>						
XI	New Business 1. Marketing Plan	<p>Valyi-Hax reviewed a diagram showing all the steps necessary to create a marketing plan. It is involved and more complicated than can be completed in 4-6 weeks (the requested timeline). Valyi-Hax opted for a modified marketing plan. She included a program survey that the library is in the process of passing out to patrons (an electronic survey will be available on our web site by the time of the Board meeting) through month of March. She will use this survey to find out who is coming to the library's programs, and which age brackets prefer to receive information about programs in which medium. Advertising can then be tailored to the right age group. Results of this survey will be presented in the April board meeting.</p>						
	1.5. Approval For Actuarial Study Template From Plante Moran	<p>According to the letter to the board from Plante Moran dated October 24, 2011: "The Library's other postemployment benefit obligation has been determined based on an actuarial valuation as of December 31, 2007. The Library will need to obtain a new valuation for the fiscal year ending June 30, 2012."</p> <p>The administration is hoping to accomplish this during the Spring of 2012. Pamela Hill of Plante Moran can provide a template for \$5,000. Once RDL purchases it, Ms. Hill stated that she would work with the administration to understand any formulas, and then she would take a look at it as well. Also, the library can use it in the future years. We can also update it ourselves if we make a change, as opposed to waiting three years for another study.</p> <p>Beauvais moved and Lenaway supported motion to purchase the actuarial study template from Plante Moran for \$5,000. MOTION CARRIED</p>	Motion	Absent	Aye	Support	Aye	Aye

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XII	New Business Cont. 2. Negotiation Discussion						
	At 8:04 P.M., Fortuna moved and Meloeny supported motion to go into executive session for the purpose of fact finding in preparation for union negotiations. Roll Call: Ayes: Lenaway, Meloeny, Miller, Beauvais, Fortuna Nays: None MOTION CARRIED Motion to leave closed session at 9:36 P.M.						
XII	Adjournment	Aye	Absent	Aye	Support	Aye	Aye
	Meloeny moved and Lenaway supported motion to adjourn at 9:37 P.M. MOTION CARRIED						