

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
April 11, 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 7:05 P.M. Members Present: Beauvais, Collins, Lenaway, Meloeny, Miller Members Absent: Fortuna Staff Present: Valyi-Hax, Schultz								
II	Pledge of Allegiance									
III	Introductions	None								
IV	Approval of the Agenda	Beauvais moved and Miller supported motion to approve the agenda of the regular board meeting of April 11, 2012 with the following change: Move XII, Public Participation, to Item (2.) under X, Old Business. MOTION CARRIED	Motion	Aye	Absent	Aye	Aye	Support		
V	Approval of the Minutes	Meloeny moved and Lenaway supported motion to approve the minutes of the March 7, 2012 board meeting. MOTION CARRIED	Aye	Aye	Absent	Support	Motion	Aye		
VI	Financial Issues and Reports 1. Report By The Director And Business Manager Concerning Library Finances	<p>The accounting software implementation continues. Historical bank reconciliations, with the exception of the payroll account, are completed. The payroll bank reconciliations are being completed in conjunction with the entering of historical payrolls. Financial statements (Balance Sheet and Income Statement) from the software will not be able to be produced until all months have been reconciled and closed out. In the interim, current financial information will be combined with the final data provided by Bruce Township to provide an Income Statement that can be analyzed compared to budget.</p> <p>As of the end of March, the director has closed out the Fifth Third bank account, as well as the Huntington Bank Payroll account. With the tracking available in the new software system, as well as bringing the payroll in-house, these accounts were no longer needed. The library now has one bank account (Huntington Bank - for deposits, checking and payroll) and one investment account (UBS). This is a much more manageable and efficient structure for the library's funds.</p> <p>As of the end of March, 75% of the fiscal year has past; however, expenditures are at approximately 62% of budget. Upon review by the director and business manager, a future budget amendment based on more up to date information will better align the percentage used with the percentage expected. Revenues have surpassed the expected percentage at 91.3%. This is a direct reflection of property tax collection, which is at 92% of budget. Areas that vary significantly from the 75% have explanations included on the analysis. All of the variances related to the timing of income received or expenses paid versus a change in expected income or planned spending or an anticipated change in the budget due to more accurate information.</p>								

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VI	Financial Issues and Reports Cont. 2. Approval of Vouchers	Beauvais moved and Lenaway supported motion to approve vouchers in the amount of \$88,525.72. MOTION CARRIED	Motion	Aye	Absent	Support	Aye	Aye	
	3. Approval of Receipts	Beauvais moved and Lenaway supported motion to approved receipts in the amount of \$534,639.22. MOTION CARRIED	Motion	Aye	Absent	Support	Aye	Aye	
VII	Report Of The President	Finance Committee will schedule a meeting prior to the next board meeting. Personnel Committee is not having regularly scheduled meetings due to union negotiations. Collins reminded the board members that a six month review is approaching for, Director, Valyi-Hax. The board needs to set up a process of how they want to handle it.							
VIII	Report From Friends of the Library	None							
IX	Director's Report	Valyi-Hax stated that the Public Library Conference in Philadelphia was informative and useful. Highlights included having one-on-one meetings with consultants, seeing the products available on the exhibition floor, and attending the many breakout sessions. The cost of the conference came in at slightly under budget. On March 23, Valyi-Hax attended a program sponsored by the Romeo Washington Chamber of Commerce called "State of the Community." Featured speakers were State Representative Pete Lund and State Senator Jack Brandenburg. The Michigan Library Association reported that the Education Subcommittee approved an \$800,000 increase for the Michigan eLibrary (MeL) and an increase of \$470,000 in state aid to libraries. The School Aid subcommittee reinstated \$3 million in renaissance zone reimbursements that was eliminated in 2010. From the Michigan Library Association, "PPT elimination and phase out bills are expected to be introduced in the Senate April 17. Hearings in the Senate Finance Committee are expected to begin April 18. The current proposal appears to include a long-term phase out of the industrial PPT and elimination of the PPT for commercial businesses valued at less than \$40,000 annually. The legislation is expected to establish a fund for revenue that they hope will be available with the expiration of battery tax credits in 2016." Valyi-Hax will attend a Director's Summit held by the Michigan Library Association on Monday, April 9.							

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IX	Agenda Item	Motion/Discussion					
	<p>Director's Report Cont.</p> <p>1. Department Reports Cont. Kezar Branch Cont.</p>	<p>This month, Kezar will be hosting its Crochet Group and its book group, reading <i>The Princess Bride</i> by William Goldman. On the 14th, they will be hosting a Play-Doh party from 11:00-12:00. On the 18th, Amanda Moore kindergarten teacher, Hope Beringer, will be bringing her A.M. and P.M. classes to Kezar for their annual library visit. It is at this time that many of the kids get their first library card which gives the librarian time to talk to the kids and many of their parents about all the cool things the library has to offer. They are read stories, given a tour, told about the Summer Reading Program and then are left to look at and check out books.</p> <p>Saturday, May 19th is the 7th Annual Romeo Victorian Festival. Kezar and the Friends will be hosting a birthday party for Michigan from 10:00 A.M. - 1:00 P.M. Michigan turned 175 this year and there will be a birthday cake and punch. Kids will be able to make ice cream and a birthday card. There is more information about the Festival at romeovictorianfestival.com.</p>					
	<p>Technical Services</p>	<p>The Family Film Night showing of the Muppets on Wednesday, March 28th, was very successful with 70 people attending. There was a lot of positive feedback for the program and a showing of <i>The Lorax</i> is being planned for late July or early August. The March 24th showings of <i>Tinker Tailor Soldier Spy</i> had 35 people attend. The next Saturday films to be shown are <i>War Horse</i> and <i>One for the Money</i> on May 19th and <i>Sherlock Holmes: A Game of Shadows</i>, on June 16th. There are eBook help sessions scheduled for Monday, April 16th from 7:00 P.M. to 9:00 P.M. and Monday, May 14th from 7:00 P.M. to 9:00 P.M. A class for helping people learn all that their iPhones and Ipads are capable of is scheduled for Wednesday, April 26th at 6:00 P.M.</p>					
	<p>2. Special Report From Children's Services</p>	<p>Michelle Yochim, Manager of Children's Services, gave a report on her department. Between January and March, there have been 47 Storytime classes with 513 attendees. They have been partnering with Macomb Family Services and the Literacy Playgroup. Right now they are doing a playgroup and a nutrition class. In the past 3 months, they have had 12 sessions with them with 310 attendees. Other programs throughout the three months include Crafts for Holidays.</p> <p>They had a program called <i>Cute and Cuddly Animals</i> brought to them by zookeeper, Javon Stacks, from the Exotic Zoo. He brought rabbits from dwarf size to the large German rabbits. He also brought hedge hogs, chinchillas, ferrets and a kinkajou. 120 people enjoyed this show.</p> <p>In February, they had Washington's own Rosie Chapman who appeared as Harriet Tubman. Everyone enjoyed how she engaged the audience in role playing.</p> <p>Total programs over the last three months were a total of 24 with 684 attendees.</p>					

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IX	<p>Director's Report Cont.</p> <p>2. Special Report From Children's Services Cont.</p>	<p>Michelle concluded with a live demonstration of their wiki, which is now located on their web site. It is a project that both her and Jeanette Smith started three years ago. They are extremely proud that over the last three months, they have had 12,309 hits. Michelle stated that RDL owns every book cited on the lists throughout the wiki. She showed how when searching for a book, a graphic of the cover and a summary of the book is shown. She reviewed the homework site that is maintained by Bethanie Conners.</p> <p>Collins asked if there would eventually be leveled reading and cited Schoolastic's process as an example. Michelle stated they preferred to not use levels as children are sometimes at a higher or lower level than what the age would considered appropriate.</p> <p>Meloeny asked how this wiki is being communicated. Michelle stated that once the new RDL web site was launched and they could easily link to it, their wiki went from 300 to 3,000 hits per month.</p> <p>Meloeny felt there should be more eBooks for elementary level. Fannon stated that they are limited as to the selection of what can be order through Overdrive. The eBooks available are currently listed on the RDL home page. Meloeny suggested that there be a link on the wiki to Overdrive listing all eBooks available.</p>						
X	<p>Old Business</p> <p>1. Marketing Plan</p> <p>2. Public Participation</p>	<p>Valyi-Hax stated that the library has received many completed surveys from our patrons. She congratulated the Circulation Department for winning the contest and collecting the most print surveys. She is now in the process of compiling the information for review at the May meeting.</p> <p>Kathy Fannon invited everyone to World Book Night to be held on April 23rd from 7:00 P.M. to 8:30 P.M. There will be four authors coming to read and speak about the books. There will be refreshments and 40 books will be given away. Romeo District Library is one of 5,000 libraries across the nation participating. The evening is appropriate for the age group of teens and adults.</p> <p>Dominic McLaughin stated that the Geek The Library shirts worn by the RDL staff during National Library Week received positive attention and feedback from patrons.</p>						
XI	<p>New Business</p> <p>1. Waste Management Contract</p>	<p>Linda Schultz reviewed the library's current trash pickup contract with Waste Management and contacted two other vendors: Allied Waste and Rizzo. As of 4/6/12, Rizzo had not responded with a quote. Based on the information collected, Valyi-Hax stated that the library will stay with Waste Management with a three year contract as it is most economically beneficial.</p>						

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XII	New Business Cont.						
	2. Revised 2011-2012 Budget						
	3. Current Retirees and Health Care						
	4. Negotiation Discussion						
XII	Adjournment						