

Romeo District Library  
Board Meeting  
Graubner Library 7:00 P.M.  
May 9, 2012

APPROVED MINUTES

Agenda Item		Motion/Discussion	VOTE					
			Treasurer Beauvais	President Collins	Trustee Fortuna	Secretary Lenaway	Trustee Meloeny	Vice President Miller
<b>I</b>	<b>Call to Order</b>	Meeting called to order at 7:04 P.M. Members Present: Beauvais, Collins, Fortuna, Lenaway, Meloeny, Miller Members Absent: None Staff Present: Valyi-Hax, Schultz, Keppler						
<b>II</b>	<b>Pledge of Allegiance</b>							
<b>III</b>	<b>Introductions</b>	None						
<b>IV</b>	<b>Approval of the Agenda</b>	Miller moved and Beauvais supported motion to approve the agenda of the regular board meeting of May 9, 2012 with the following change: Move Public Participation from Item XII to item #4 under X, Old Business. <b>MOTION CARRIED</b>	Support	Aye	Aye	Aye	Aye	Motion
<b>V</b>	<b>Approval of the Minutes</b>	Miller moved and Meloeny supported motion to approve the minutes of the April 11, 2012 board meeting. <b>MOTION CARRIED</b>	Aye	Aye	Aye	Aye	Support	Motion
<b>VI</b>	<b>Financial Issues and Reports</b> 1. Report By The Director And Business Manager Concerning Library Finances  2. Approval of Vouchers  3. Approval of Receipts	An updated check register was distributed highlighting those items added after board packets were sent out.  Valyi-Hax stated that the accounting software implementation is nearing completion. All operating data for the fiscal year is now in the new system. We are working with the software company on improved reporting.  The Budget to Actual Analysis includes a new column: Expected %. Percentages in this column are calculated based on known timing of receipts and expenditures. Many of the percentages in this column are based on an even monthly distribution. However, specific expected percentages have been noted for Property Tax, State Aid, and Penal Fine revenue, as well as Salary and Wages and Employee Benefit expenditures. These budget lines represent 98% of revenue and 69% of expenditures. Revenue and expenditures are both currently below budget, with expenditures being farther below.  Beauvais moved and Lenaway supported motion to approve vouchers in the amount of \$80,056.68. <b>MOTION CARRIED</b>  Meloeny moved and Beauvais supported motion to approve receipts in the amount of \$111,586.62. <b>MOTION CARRIED</b>						
			Motion	Aye	Aye	Support	Aye	Aye
			Support	Aye	Aye	Aye	Motion	Aye

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			Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
<b>VII</b>	<b>Report of the Board President</b> 1. Committee Reviews: Reports  2. Finance Committee	<p>Personnel Committee: Will be meeting tonight as part of closed session.</p> <p>Policy Committee: Will be meeting tonight as part of closed session.</p> <p>Strategic Planning Committee: No meeting held this month.</p> <p>Finance Committee: Meeting held on 4/23/12. Discussed amendment of the budget. Reviewed line by line and agreed on adjustments to make. MERS recommended that RDL pay outstanding defined benefit liability in full. Also briefly discussed informing the librarians of the remaining budget for the purchase of books. Valyi-Hax stated that she will insure that the staff receives the necessary reports they need. All ordering needs to stop by May 31, 2012, so that items that come in by June 30th will come off of this fiscal year.</p> <p>Deb Beauvais is celebrating her one year anniversary of service as of being a board member. Collins and Elizabeth Miller have been re-appointed for another four years on the board as well.</p> <p>May 14th at 6:00 P.M., Collins will be attending a ribbon cutting ceremony for the Romeo Trailside Park located at Clinton St. and 32 Mile Rd.</p> <p>May 19th is the Village of Romeo Victorian Festival. Friends of the Library have purchased a birthday cake that will be at the Kezar Library. Children can also come to Kezar and make ice cream and birthday cards.</p> <p>June 7th - 10th is the Washington Twp. Arts and Orchards Festival.</p> <p>March 9, 2013, is the 175th anniversary of the Village of Romeo. Valyi-Hax was invited by Village Trustee, Bob Hart and Village Clerk, Marion McLaughlin, to participate on the celebration committee. Their first meeting is May 16, 2012, at 7:00 P.M.</p> <p>Collins stated that the board needs to put together the six month Director evaluation. She passed out an ALA example of what a Library Director evaluation should like like. She requested board members submit those questions that they like from these examples along with any additional questions they would like to be considered in the evaluation. Questions are to be objective with the ability to have a numerical rating and a section for comments. Beauvais volunteered to work with Collins in gathering all of the board member responses for presentation to the board on May 22nd at 7:00 P.M. Collins requested that Valyi-Hax attended this meeting bringing her expertise and suggested questions as well.</p>						
<b>VIII</b>	<b>Report From Friends of the Library</b>	<p>Spring basket auction was held at Graubner and considered a great success. The Friends appreciate the cooperation from the Graubner staff. Several staff even donated items for the baskets. The book store has a tremendous number of books and sales are doing well. They are distributing the books to community organizations such as Military Moms, Samaritan House, the elementary schools for their libraries, and the Veterans Hospital.</p>						

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VIII	Report From Friends of the Library Cont.						
	<p>The Garden Walk is July 14, 2012. There are 9 gardens participating. Tickets go on sale this month. They are \$10 in advance and \$12 on the day of walk. Nancy Zurlag of the Detroit News will be a guest speaker from 12:30 - 2:00 P.M. at the Graubner Library.</p> <p>Friends of the Library is sponsoring Victorian Festival on May 19, 2012. They purchased the birthday cake that will be at the Kezar Library.</p> <p>There will be several openings on the Friends of the Library Board towards the end of the year. They will be looking for nominations for President, Vice President and Secretary for an election to take place in November, 2012.</p>						
IX	Director's Report						
	<p>Valyi-Hax provided explanations to why the security costs for the Kezar library is more than at Graubner. She stated that the security company made suggestions as to future technology upgrades for both Graubner and Kezar.</p> <p>At the April board meeting, renewal of the Waste Management contract was reviewed. Further investigation reveals that while the library signs for a three-year contract, the price was only effective for one year. Valyi-Hax contacted the sales representative and negotiated a cap on any increases in years two and three to five percent. RDL will still be paying less on the service fee than before. The Fuel/Environmental charges are a percent of the base service charge, and that price can fluctuate.</p> <p>At the April board meeting, the Board asked for an update about the furniture in the children's area. Breakdown is as follows:</p> <p>Expenses For Furniture  Demco (YA) \$1,523.07  Demco (Wire Holders) \$ 355.30  Library Design \$7,052.08  Amount Budgeted For  Furniture -\$1,000.00  One Budget Amendment -\$ 525.00  Friends -\$3,000.00  Balance \$4,405.45</p> <p>This amount to be covered is noted in the budget amendment sent with the board packet.</p> <p>Valyi-Hax has assigned Ben Pollock the responsibility of repairing the Kezar antique clock donated by the Monday Club and the benches which are currently under a tarp behind the building. As of 4/27, Ben has been in contact with four clock repair shops that need to take a look at the clock before they can make a repair estimate. He has also been in contact with three furniture shops. One owner did point out that with the benches being covered in a lead-based paint, it might be cheaper to recreate them with modern materials. Ben emphasized that he wants prices for repair as well as replacement. He also plans to contact the wood shop at the high school.</p>						

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IX Director's Report Cont. 1. Department Reports	Circulation						
	Adult Services						
	Children's Services						

During the month of May, a young man and his coach will be coming to the library to "work" as a trainee page. The young man's name is Brian Wagner, and he is here with his coach, James Spencer, as part of a work/study program through an organization called Creative Employment Opportunities (which, according to the coach, is affiliated with the Michigan Works program.) This organization helps challenged individuals experience real life work environments as part of the process for finding them the type of work they would like to do. Brian is autistic, but highly functioning and quite bright. He, along with Mr. Spencer, will be training at the library on Tuesday and Thursday afternoons, from 1:00-5:00 P.M. over a three week period. They will mostly be working with the Head of Circulation, but no doubt the rest of the staff will tender assistance whenever needed.

Kathy's Raw Food program brought in 19 people, Glen's Lincoln Assassination program 22 people, and World Book Night had 15 people attend. Two other programs (Books n Bytes and Origami) had two people in attendance. Kathy's book group brought in 16 people. 12 people were brought books through the library's outreach services.

Heather is working on obtaining grant money to help fund Family Fun Day scheduled this July. She has also been lining up vendors, performers, and accommodations for the event as well. One local Romeo patron has been kind enough to lend her talents in face painting on Family Fun Day. It is hoped that it will not only be a day of fun, but a day of local community participation as well.

Turning Point Shelter for Domestic Violence Survivors had a display in the lobby and a poster in the YA department to rise awareness of Sexual Assault Awareness Month. The was the 3rd year the library has partnered with Turning Point.

A Titanic display will be going up the first week of May to correlate with their Titanic program scheduled by May 12th and to pay tribute to the tragedies' 100 year anniversary.

The new YA furniture and decorations continues to be enjoyed by patrons and many have humorously commented how the people silhouettes keep startling them.

Fifty children participated in the Spring Craft. Many of those same crafters came to their Arts & Scraps program. Arts & Scraps recycles industrial scraps into crafts for children. At no cost to the library, they brought their bus with 53 participants to make crafts in their children's room and then in groups go out to the bus to stuff bags with craft materials to take home.

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IX	Director's Report Cont. Children's Services Cont.						
	Kezar Branch						

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IX	<p><b>Director's Report Cont.</b> Kezar Branch Cont.</p> <p>Technical Services</p> <p>2. Special Report From Adult Services Department</p>						
	<p>Motion/Discussion</p> <p>Kezar will be hosting a Genealogy Lock-In. The Lock-In is from 2:00-6:00 P.M. on Saturday, May 5th and will have knowledgeable staff working with attendees to answer their genealogy questions. There will be refreshments, free printing and copying and a talk with a local genealogist about finding out the state records within Michigan. We are also participating in Victorian Festival by celebrating the 175th birthday of Michigan. Kids will be able to make a birthday card, which will then be sent to the Governor, make ice cream and there will be a birthday cake, all courtesy of the Friends.</p> <p>Kezar staff will be giving a talk to the woman's group at St. Clement's on the topic of family legacy and memoir.</p> <p>They have been working on adding adult non-fiction back into the collection, with another bookshelf being added.</p> <p>Free Comic Book Day is Saturday, May 5th. They will be giving out free comic books all day to people of all ages as well as playing comic book movies in the meeting room and having pizza and pop in the afternoon. There will also be prize drawings.</p> <p>There will be a movie double feature on May 19th when they will be showing "War Horse" and "One For The Money." On June 18th, they will be playing "Sherlock Holmes A Game of Shadows."</p> <p>Heather Van Fleet, Adult Services Librarian, gave an online demonstration of the MeLCat System. MeLCat is a state wide borrowing system. While you cannot place holds on items using this system, you can place orders. It is funded through grants. It is intended to link libraries throughout the state so every library does not have to have a dense collection. Many libraries restrict what they will loan out regarding movie, audio and music. RDL loans out audio books, but restrict movie DVD's and music CD's. You can request periodicals, and even place a request at the level of a specific article. Turnover time for requests averages two to three weeks. You can keep materials for three weeks with the opportunity for a one week renewal. Heather processes 200-300 books per week.</p>						
X	<p><b>Old Business</b> 1. Marketing Plan</p>						
	<p>Motion/Discussion</p> <p>We received 309 completed surveys from our patrons. An overview sheet was included in the board packet.</p> <p>A newsletter is the best alternative for getting our message regarding programs, etc. to the community. Suggested media for this newsletter was age sensitive in that younger individuals, 10-18 yrs. would like information electronically while older patrons prefer a hard copy newsletter. Valyi-Hax will meet with the post office to firm up the most cost effective option for postage. She is working with William Blevins regarding the potential of making the newsletter available via e-mail. This would necessitate using a provider of such services in order to prevent the library's domain from being recognized as a spam operator.</p>						

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XI	<p><b>Old Business Cont.</b></p> <p>2. Revised 2011-2012 Budget</p> <p>3. Current Retirees and Health Care Insurance</p>	<p>The Finance Committee reviewed the Condensed Appropriation Financial Report and a Revised Budget in their 4/23/12 meeting, and recommended passing the proposed amendment. There will be a budget amendment at the June meeting as well. Once the fiscal year ends on 6/30/12, the Board will not be able to make any more amendments. In future years, the administration and Finance Committee will have one budget amendment around the middle of the fiscal year and a second amendment in June.</p> <p>Miller moved and Beauvais supported motion to amend the budget from \$2,015,850 to \$1,968,589.</p> <p><b>MOTION CARRIED</b></p> <p>Two retirees are nearing age 65 and will be eligible for Medicare. In the June 16, 2004 minutes (page 3, new business, #4), there is the following language: "Amend the current policy on health insurance for retirees in the non-bargaining unit to add: if at retirement, a non-bargaining unit member has reached the age of 55 years and has 25 years of fulltime service, the library will pay insurance coverage for said employee until the retiree is eligible for Medicare. At the age of 65, Medicare will become the primary insurer and the library's health care will be the secondary provider."</p> <p>The Board requested Valyi-Hax contact the RDL lawyer, Malcolm Brown, and request his legal council regarding (1) what is the Board legally required to provide these employees and (2) should there be a cap amount?</p>	Support	Aye	Aye	Aye	Motion	Aye
XI	<p><b>New Business</b></p> <p>1. Self-Check Machines</p>							

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<b>XI New Business</b>										
1. Self-Check Machines Cont.		<p>Several board members felt that the library is trying to attract the younger generation that want to be able to scan and head out the door. Several board members themselves prefer the option of saving time with a self-check system.</p> <p>Valyi-Hax will verify with 3M the cost of having one machine at Graubner. This item will be a part of next month's board meeting agenda at which time a vote will be taken to finalize this decision.</p>								
2. Defined Benefit Retirement Liability		<p>The Finance Committee discussed paying MERS Retirement Liability in full. According to the library's 2011 audit, the amount (dated 12/31/10) the library owes in retirement benefits is \$865,987. Also, according to the library's 2011 audit, the amount the library has in fund balance is \$2,731,070. The library ought to keep at least 65% of its fund balance in reserve because of the way the tax revenue arrives in the middle of the fiscal year and also for unanticipated major expenses. Also, the current budget plans to use some of the fund balance. That still leaves almost \$1,400,000 in reserve.</p> <p>Valyi-Hax reviewed the benefits of paying the defined retirement liability in full. She stated that she discussed the issue with Pamela Hill from Plante Moran. Hill asked about future employees who would add to the actuarial costs. However, the defined benefit plan has been closed since 2002, so no new employees would be added. New employees are part of the library's defined contribution plan. Hill felt it was a good idea, if we had the resources.</p> <p>The Finance Committee requested Valyi-Hax contact MERS to find out the amount that the library would need to pay the liability in full. The MERS representative revealed that the last time this was calculated was on 12/31/10, which is where the amount of \$865,987 comes from. MERS will not have a new amount until later in 2012, possibly in July or later.</p> <p>Fortuna moved and Meloeny supported motion to pay in full the \$865,987 MERS Retirement Liability. Roll Call: Ayes: Beauvais, Collins, Fortuna, Lenaway, Meloeny, Miller Nays: None <b>MOTION CARRIED</b></p>	Aye	Aye	Motion	Aye	Support	Aye		
3. Expanded Hours at Kezar		<p>Stacie Narlock developed a schedule which brings a librarian over to Kezar (one who is already there regularly) which will allow the Kezar Library to be open 10-9 (Monday-Thursday) and 9-1 (Saturday). Current hours are 11-7 (Monday-Thursday) and 9-1 (Saturday). That would increase service hours from 36 to 48. The board unanimously agreed to the extended hours.</p>								



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XI	<b>New Business</b> 4. Negotiation Discussion						
	At 8:58 P.M., Miller moved and Meloeny supported motion to go into executive session for preparation for union negotiations. <b>MOTION CARRIED</b>  <b>Motion to leave closed session at 9:55 P.M.</b>						
XII	<b>Adjournment</b>	Aye	Aye	Motion	Aye	Aye	Support
	Fortuna moved and Miller supported motion to adjourn at 9:15 P.M. <b>MOTION CARRIED</b>						