

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
June 13, 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	Meloeny moved and Lenaway supported motion to approve the agenda of the regular board meeting of June 13, 2012. MOTION CARRIED	Aye	Aye	Aye	Support	Motion	Aye
V	Approval of the Minutes	Miller moved and Meloeny supported motion to approve the minutes of the May 9, 2012 board meeting with the following corrections: Page 7 under New Business (4), change the first word "The" to "They". On Page 8 Item 3, change agenda item from "Expanded Hours a Kezar" to "Expanded Hours At Kezar". Also change second sentence in first paragraph from "10-0" to "10-9." MOTION CARRIED	Aye	Aye	Aye	Aye	Support	Motion
VI	Financial Issues and Reports							
	1. Report By The Director And Business Manager Concerning Library Finances	An updated check register and additional open items report was distributed highlighting those items added after board packets were sent out. In the future, if an amount listed on the Open Items Report is being funded by grant monies, it will be indicated in the notes portion of that line item. We are continuing to work with the software company on reporting, as we are looking for reports that will provide us with all necessary data without having to be exported and manipulated in Excel. In reviewing the capital asset listing and the software's capital asset module, the Business Manager and Director have decided to maintain the listing on Excel. As all operational items are up to date in the new system and reporting modification is our last open item, we can officially say that the software implementation is complete. There will be one final budget amendment presented at the June 20th Public Budget Hearing prior to the end of the fiscal year. Revenues are currently exceeding budget. Expenditures appear to be over budget. However, this is due to the MERS payment for the unfunded portion of the Defined Benefit plan. If this payment were removed from total expenditures, the percentage of expenditures to date is 82%, which is slightly below the expected percentage. The upcoming budget amendment will account for the MERS payment, as well as any other more current estimates.						
	2. Approval of Vouchers	Beauvais moved and Lenaway supported motion to approve vouchers in the amount of \$80,056.68. MOTION CARRIED	Motion	Aye	Aye	Support	Aye	Aye
	3. Approval of Receipts	Meloeny moved and Beauvais supported motion to approve receipts in the amount of \$111,586.62. MOTION CARRIED	Support	Aye	Aye	Aye	Motion	Aye

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VII Report of the Board President 1. Committee Reviews: Reports	<p>Collins attended a ribbon cutting ceremony for the Romeo Trailside Park. It was also attended by the Bruce and Washington Township board members. She commented on what a great time it was for kids and families. Fortuna attended the Washington Twp. Arts and Orchards Festival. He stated that while the art show was a bit smaller than last year, it was moved up front where it was more visible. Valyi-Hax will meet with Fortuna and Lenaway to discuss opportunities for RDL to be involved in this event next year.</p> <p>Collins stated that she and Beauvais met and the list of comments and suggestions for the director's six-month evaluation are being consolidated and should be available tomorrow. They are meeting again this Friday.</p>																																							
VIII Report From Friends of the Library	<p>Jean Viviano stated that advertising indicates a favorable response to the upcoming Garden Walk on July 14, 2012. Tickets are \$10 in advance and \$12 the day of the walk. The book sale on June 9th was well attended and sales were good. They are very pleased with the results.</p>																																							
IX Director's Report	<p>I. Update regarding Kezar's antique clock and benches: Ben received three quotes from companies, and Valyi-Hax decided to select Fan & Clock in Macomb as the vendor to repair the clock since the price quoted is near the lowest price, the company is closer, and the time frame to get the clock returned was a bit quicker.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Company</th> <th style="text-align: left;">Price*</th> <th style="text-align: left;">Time Frame</th> </tr> </thead> <tbody> <tr> <td>Fan & Clock (Macomb)</td> <td>\$249.85</td> <td>8 Weeks</td> </tr> <tr> <td>Lasting Treasures (Troy)</td> <td>\$375.00</td> <td>10 Weeks</td> </tr> <tr> <td>Vin Clock Man (Roseville)</td> <td>\$225.00</td> <td>10 Weeks</td> </tr> </tbody> </table> <p style="text-align: center;">*All companies said the price could range \$100 either more or less</p> <p>Ben received quotes for repairing the benches as well as building new benches. Valyi-Hax selected Craig Bryant and Romeo Community Schools to work on the project. The price comes in at the lowest cost because the library would be responsible only for supplies. Mr. Bryant and the students will be doing the work. The time frame is longer, but she likes building relationships between the library and the schools, as well as the thought that local students will be working on something that they can point to and say, "I worked on that!" in decades to come.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Company</th> <th style="text-align: left;">Price To Fix</th> <th style="text-align: left;">Price For 3 New Benches</th> <th style="text-align: left;">Time</th> </tr> </thead> <tbody> <tr> <td>Quality Furniture Repair</td> <td>\$950.00</td> <td>\$2,400.00</td> <td>4 Wks.</td> </tr> <tr> <td>Furniture Medic</td> <td>\$2,490.00</td> <td>\$3,790.00</td> <td>5 Wks.</td> </tr> <tr> <td>Fallen Oaks</td> <td>Not Interested</td> <td>\$5,115.00</td> <td>5 Wks.</td> </tr> <tr> <td>Romeo Schools</td> <td>\$370.00</td> <td>N/A</td> <td>October</td> </tr> </tbody> </table>			Company	Price*	Time Frame	Fan & Clock (Macomb)	\$249.85	8 Weeks	Lasting Treasures (Troy)	\$375.00	10 Weeks	Vin Clock Man (Roseville)	\$225.00	10 Weeks	Company	Price To Fix	Price For 3 New Benches	Time	Quality Furniture Repair	\$950.00	\$2,400.00	4 Wks.	Furniture Medic	\$2,490.00	\$3,790.00	5 Wks.	Fallen Oaks	Not Interested	\$5,115.00	5 Wks.	Romeo Schools	\$370.00	N/A	October					
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IX	<p>Directors's Report Cont.</p> <p>1. Department Reports Technical Services</p> <p>2. Special Report From Kezar Library</p>						
	<p>All the public computers and two staff computers have been replaced at the Kezar Library.</p> <p>Free Comic Book Day on May 5th was well attended with 169 people of all ages picking up free comic books.</p> <p>Upcoming movies scheduled are Sherlock Holmes: A Game of Shadows on June 16th at 1:00 P.M. and 3:30 P.M., and The Artist on July 7th at 12:00 P.M., 2:00 P.M. and 4:00 P.M. There is also a showing of Batman Begins on July 18th and The Dark Knight on July 19th leading up to the theatrical release of The Dark Knight Rises on July 20th. Another Family Movie Night is scheduled for Tuesday August 14th at 6:00 P.M. showing The Lorax. A showing of The Hunger Games is scheduled for August 18th.</p> <p>There will be a used computer sale on Saturday, September 15th.</p> <p>They are very excited about offering patrons 6 days of service. They hope that coinciding the new hours with the beginning of summer reading and the summer walking traffic will drive the door count up while people are adjusting to the new schedule. Additionally, being open on Fridays gives their patrons another day and also allows them to look toward the future and add additional hours at night through the week. In this way they will be able to offer patrons additional hours, instead of finding out that night hours don't work and have to take them away.</p> <p>Kezar will also have a new staff member. Chuck Schacht will be at Kezar full time. This gives Kezar not only his expertise with storytime, children's programming, and children's literature, but with his experience at adult readers advisory and his knowledge of music. They are very excited to have Chuck at Kezar and have already been talking about some of the great programs that they would like to do at the library and within the community that will now be feasible with another staff member. Also, having another staff member allows both of them off desk time that will allow them to complete and implement some of the projects that they have.</p> <p>The staff has been working on adding more adult non-fiction into the collection. Their collection will still focus on popular non-fiction – best sellers and the types of materials that traditionally do very well at Kezar, such as gardening, cookbooks, crafts, and history. They have also brought back the juvenile non-fiction collection. They will be focusing their efforts on building a juvenile non-fiction collection that is for entertainment, meaning they will not be buying non-fiction materials that supplement school curriculum. They just do not have the space or the money and Graubner has an excellent collection for supporting grade school children.</p>						

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IX	Directors' Report Cont. 1. Department Reports 2. Special Report From Kezar Library Cont.	<p>Sue Kane from Kane's Town Hall Antiques will be coming to talk about What's Collectible Now on Thursday, June 28th, and on June 30th at 11:30, Farmer Nate from Upland Hills farms will be coming to talk about his new book for kids and hopes to bring baby pygmy goats. Additionally, Narlock has been speaking with the DIA speaker's bureau – who does programming for free- and was hoping to bring one of their docents in to talk about flowers and plants in art the week of the Garden Walk but the woman was out of town. She is waiting to hear back from the person who will speak about the creation of the DIA, which she has tentatively scheduled for August. The Michigan Buffalo Soliders will be at Kezar at the end of July. Narlock will investigate the possibility of them bringing their horses. Vanessa from the new Radical Recycling has a couple of projects ready to go for a program that they will be doing with her in August.</p>							
X	Public Participation	None							
XI	Old Business 1. Revised 2011-2012 Budget 2. Expanded Hours at Kezar 3. Self-Check Machines 4. Current Retirees and Health Care	<p>The budget amendment approved at the May meeting has been input into the system. There will be a budget amendment at the June 20th budget hearing 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>The new hours, effective July 2, 2012 for Kezar will be as follows: Monday-Thursday (11am-7pm); Friday (10am-6pm); Saturday (10am-2pm). Another full-time librarian will be present at Kezar and the librarians have begun discussing projects and programs to offer to the patrons there.</p> <p>Valyi-Hax strongly feels that the decision to bring in self-check machines should be done thoughtfully and strategically. Therefore, she proposed to have this be one of the Technology discussion items when the board begins its strategic planning process. If the group decides that this is a direction to pursue, the library will look to acquire a self-check machine by June 30, 2013 (end of next fiscal year).</p> <p>The library has received a letter from Butzel, Long which contains attorney-client privileged information.</p>							
XII	New Business 1. 2012-2013 Budget (draft) 2. Negotiation Discussion	<p>Valyi-Hax passed out a draft of the 2012-2013 budget.</p> <p>At 8:08 P.M., Miller moved and Beauvais supported motion to go into executive session for preparation of contract negotiations. MOTION CARRIED</p>	Support	Aye	Aye	Aye	Aye	Motion	
XII	Adjournment	<p>Miller moved and Beauvais supported motion to adjourn at 9:37 P.M. MOTION CARRIED</p>	Support	Aye	Aye	Aye	Aye	Motion	