

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

**APPROVED MINUTES**

		VOTE					
		Treasurer	President	Trustee	Secretary	Trustee	Vice President
		Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
Agenda Item	Motion/Discussion						
<b>I</b>	<b>Call to Order</b>						
	Meeting called to order at 7:04 P.M. Members Present: Beauvais, Collins, Fortuna, Meloeny, Miller Members Absent: Lenaway Staff Present: Valyi-Hax, Narlock, 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 July 11, 2012, with the following change: Comment cards added as 5., under XII: New Business and 5. Negotiation discussions changed to 6. <b>MOTION CARRIED</b>	Support	Aye	Aye	Absent	Aye	Motion
<b>V</b>	<b>Approval of the Minutes</b>						
	Beauvais moved and Fortuna supported motion to approve the minutes of the June 13, 2012, Regular Board Meeting. <b>MOTION CARRIED</b>	Motion	Aye	Support	Absent	Aye	Aye
	Miller moved and Beauvais supported motion to approve the minutes of the June 20, 2012, Public Hearing/Special Meeting. <b>MOTION CARRIED</b>	Support	Aye	Aye	Absent	Aye	Motion
<b>VI</b>	<b>Financial Issues and Reports</b>						
	<b>1. Report By The Director And Business Manager Concerning Library Finances</b>						
	A check register and an updated open items list was distributed at the meeting. There were no new checks added to the open items list until page 14. Under Citizen's Insurance Company, there are three entries. One is for the business owner's policy, which is the library's general insurance and the other two are for the worker's comp policy. Valyi-Hax contacted the Buhl Agency in order to get a bill sent prior to August so that there was no lapse in coverage. In the interim, the Citizen's Insurance bill arrived. One of the checks now needs to be voided in the amount of \$2,503.00. On the last page, is the amended amount, which is \$95,327.57. When the amount for the institutional membership for Michigan Library Association is removed, the final amount to be approved comes to \$93,858.57.  Keppler stated that they are currently preparing for the audit. The auditors will be at the Library on July 23, 2012. Although it is a very quick turnaround, it will allow for things to be wrapped up and allows for the Library to move onto the next budget year. The balance sheets have been worked through and the accounts payable and payroll entries have already been made. The same auditors that were here last year will be conducting the Library audit this year, which allows for continuity. Keppler further stated that she has been in contact with the auditors so that everything is in line and both parties will know what to expect. The Financial Committee will be meeting with the auditors ahead of time so that they can go over the financial records in depth. The Library is unable to close out last year's budget until the audit is finished and therefore will be unable to see the new year's budget numbers until this happens.						
	<b>2. Approval of Vouchers</b>						
	Beauvais moved and Fortuna supported motion to approve vouchers in the amount of \$93,858.57. <b>MOTION CARRIED</b>	Motion	Aye	Support	Absent	Aye	Aye
	<b>3. Approval of Receipts</b>						
	Beauvais moved and Miller supported motion to approve receipts in the amount of \$4,893.54. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Absent	Aye	Support

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<b>VII</b>	<b>Report of the Board President</b> 1. Committee Reviews: Reports	<p>Collins mentioned the Friends Garden Walk on July 14, Family Fun Day on July 21 and that the next regular board meeting will be on August 8th. Collins also stated that she will be going to the next Village Council meeting in order to update them about the Library. Miller stated that the Summer Reading Program is going well and that she is happy about the new hours at Kezar. VanFleet spoke about Family Fun Day, stating that there were multiple donations, including 300 sandwiches donated by Jimmy John's, a gift card donated by Kroger to be used for ice and water, funds donated by Kiwanis that allowed for a bounce house, and a clown who will be making balloon animals. Monies from the Target grant to support the Summer Reading program will be used as well. Additionally, the Macomb County K-9 unit will be present, along with local teen author, Jin Price, who will be promoting a writer's workshop that Graubner is hosting in August. Price will hand out swag bags. The Library will also pass out bags with a free book and other library related items. The Friends will be having a children's book sale and the Samaritan House will be selling quilt raffle tickets at 1 for \$5.00 or 3 for \$10.00. Family Fun Day will run from 12:00 pm to 3:00 pm.</p> <p>The Strategic Planning Committee, consisting of Miller, Meloeny and Fortuna, and Valyi-Hax, met on July 9, 2012. Valyi-Hax started the meeting with an exercise to identify what got the board excited about the library. They then discussed options for hiring a consultant or to proceed with the strategic planning on their own. After discussing the pros and cons of both options, it was decided to bring it to the full board. Miller stated that the board could bring in a staff member from ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations) to speak about the strategic planning process. The board decided that this was a good idea and Valyi-Hax will inquire as to when a representative of ALTAFF may be able to come to RDL to run a workshop and how much the cost will be for doing so. Miller further suggested that they open the workshop up to other libraries in order to help defray the costs. Valyi-Hax will mail the Board examples of recent strategic plans from other libraries. Included in the Board packet were cost estimates from other libraries' strategic planning processes.</p> <p>The board finished the Director's evaluation and Collins suggested that the board may want to consider a self evaluation for the board as a whole in the near future.</p>						
<b>VIII</b>	<b>Report From Friends of the Library</b>	Jean Viviano was not present at the meeting, Collins stated that the Friends Garden Walk will be on Saturday, July 14.						
<b>IX</b>	<b>Director's Report - Questions and Discussion</b>	I. Septic Repair – There was an issue with part of the septic system at Graubner. One of the pumps had quit working and another was working non-stop. Investigation revealed the problem was that some critters had dug into the distribution box (which sends material out to the field) and got dirt into the box. Some of the pipes were covered up with dirt which is why the pumps quit working properly. The box was dug up, cleaned out, had a new top put on it weighed down by the old top, and then the pumps started working again.						

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IX	<p><b>Director's Report Cont.</b></p> <p>II. MERS update – Legislative bills have been introduced that would affect how MERS currently runs. One point is that the bills would allow a governing body to revoke its election to be governed by the MERS with a majority vote of that body. Currently, it takes a referendum (vote of the people) for that to occur. The idea behind MERS is that many municipalities can pool their resources together to get better returns than if each municipality tried to act alone. MERS was set up to be easy to get into but hard to get out of to prevent the fund as a whole from losing ground based on the decisions of political groups over time. There are a few other features of the bills. A chart and more information can be found at <a href="http://tinyurl.com/cihzj2t">http://tinyurl.com/cihzj2t</a>.</p> <p>III. Valyi-Hax attended a great session on June 19 at the Grosse Pointe Public Library titled "Best Practices in Library Fundraising and Endowment Building." The speaker was Peter Pearson, President of the Friends of the Saint Paul Public Library. He had some interesting information on a wide variety of subjects such as the makeup of the board of charitable fundraising groups, planned giving, sources of private support, among many others. Valyi-Hax provided one page from his handouts, "Library Fundraising: the Five Minute Course." She was excited about what he had to say and felt it will give us a lot to think about for strategic planning for the future.</p> <p>IV. Local meetings – Valyi-Hax attended or had meetings with a variety of people in the community. She met with Kelley Stephens to discuss a partnership with the library and the Chamber of Commerce regarding the Chamber's Upcoming "Night Under the Stars." She attended the last Friends of the Library meeting and met some of the nice people who are opening up their gardens to the community for the Garden Walk. She met with Grace at the RWB Parks and Rec. about the possibility of the library being involved with the Peach Festival. She had a meeting with Kim Hale of the Downtown Development Association to introduce herself and talk about her goals for the DDA and how the library might be able to partner with them.</p> <p>V. Newsletters (Print and Email) - Valyi-Hax continues to work on this issue with Blevins. She solicited some names of Email Service Providers (ESPs) that other Michigan libraries use. They are investigating the features of them and will select the one that fits the library's needs. Some of them offer templates which we can customize, though Blevins will probably not need to use them. The library will continue to have its trifold newsletter while the electronic newsletter is designed. Once they set up a format for the electronic newsletter, they will work on a redesign of the print newsletter, with a goal of sending it out in January, 2013.</p> <p>VI. Director's Time Off - Valyi-Hax is planning on taking time off in July. She will be going on vacation July 13-17, out of town the weekend of July 21-22 (no time off), and taking a couple of vacation days July 27-30.</p>						

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<p><b>Director's Report Cont.</b></p> <p>1. Department Reports</p> <p>Adult Services</p>	<p>The department had a busy month hosting programs and taking reports for the Summer Reading Program. Several runner-up prizes have already been given to several of our eager-reading and lucky patrons.</p> <p>Kathy's Tuesday Bookgroup had 8 participants discussing Maine by J. Courtney Sullivan.</p> <p>Caribou Coffee and the Focus programs each had 8 attendees; Kathy's SRP program, How to Tell a Story also had 8, while Heather's SRP Nightmares Up Close brought in 20. One more SRP program called Bunco managed to capture 4 attendees as well.</p> <p>The Adult department is being quite active in trying to come up with new program ideas and community connections. In addition, it has been suggested by Valyi-Hax and supported by the department, the idea and need for both a directory of past and future program presenters as well as a notification list of Up-and-Coming Programs for the local cable station to better help our promotion of events and to help establish a clearer way of voicing our efforts in the community.</p> <p>Adult Services proctored two students on five final exams this month.</p> <p>7 faxes were done on our new public faxing policy.</p> <p>11 Outreach contacts were made.</p>						
<p>Children's Services</p>	<p>They have begun the annual summer reading club. Each year they work with the schools to give support for literacy of children and to support families in emergent literacy for non-readers. Their program is a 35 day program with a span of 44 days. The extra days built into the program allows for vacations, camp and private/parochial school that have a longer school year. The program began on June 21st with a kick-off featuring Drumcommunity with 137 persons in attendance. They have registered 171 children in the first 10 days of their literacy program and expect 500 by the program end. This program was completely funded by a grant from Target.</p> <p>They are working with many businesses in the community to assist in incentives and assist them in sales. The following businesses have pledged their support: Romeo McDonald's, Romeo Theatre, Romeo Big Boy, Romeo Lions Club, Great Clips, The Rink of Shelby, and Mike's Comics and Games of New Baltimore.</p> <p>Their collaboration with Macomb Family Services has taken a break for the summer. Their last two sessions for the playgroup had a total of 26 attendees.</p> <p>Their Father's Day craft was a big hit with 58 attendees.</p> <p>The Magical History Tour adult reading group had 7 attendees.</p>						

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IX	<p><b>1. Department Reports Cont.</b></p> <p>Children's Services Cont.</p> <p>Kezar Branch</p> <p>Technical Services</p>	<p>They had a Pokemon Card trading day and 35 kids traded their wares.</p> <p>Their first Thrilling Thursday of this year's summer reading club had 68 attendees. They made a craft and watched a movie.</p> <p>They spent the first part of the month decorating the room with this year's theme: Dream Big, Read. Their room has several displays of the theme and books, a track for children to move their name tags along as they read and progress in the program, and the Dreamer's Cove souvenir shop for check-in, oral book reports, and incentives.</p> <p>Kezar staff has been working this month on getting the library ready to launch new hours. This means making room for new adult and children's non-fiction and many new fiction books for all ages. They have been moving furniture, adding in bookshelves and shifting in order to make room for all of the great materials that came in this month.</p> <p>This month they also hosted "What's Collectible Now?" with Sue Kane and had 10 attendees. WBRW taped the program and also taped "On The Farm with Farmer Nate" which had approximately 20 attendees. The kids loved the goats and made butter. They also had some great showings for their drop-in story times this month.</p> <p>They began their new hours on July 2. Chuck Schacht is also at Kezar full time now and he is working on some great story times for the fall and some new music program ideas.</p> <p>This month they will be hosting John Emerson who will be speaking about "African-Americans in Macomb County" on July 17, mystery author Libby Hellman on July 20th at 1:00 pm and the Buffalo Soldiers on July 31 at 6:00 pm.</p> <p>Upcoming movies scheduled are The Artist on July 7th at 12:00pm, 2:00pm and 4:00pm. 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. A showing of the Hunger Games is scheduled for August 18th. The second Family Movie Night is on August 14th showing the Lorax.</p> <p>The Monday Film Club will be starting on August 13th where they will be focusing on little-known classics and foreign films. The first film shown will be Downhill Racer. Popcorn and beverages will be provided.</p> <p>There will be a used computer sale on Saturday September 15th.</p>					

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<b>IX</b>	<b>Directors's Report Cont.</b> 2. Special Report FromTech Services	<p>Blevins gave an overview on technical services staff and what their roles were. He then explained how books were ordered prior to 2007, before the Library began using Baker and Taylor Title Source.</p> <p>Originally, librarians would print off items from sites like Amazon or make copies of books that they wanted from journals and trade publications. This was a very tedious process and there was one full time staff member that was responsible for ordering materials. Special software was needed to complete orders as was a fax machine. The library ordered from multiple vendors since each had their own way of submitting orders.</p> <p>Now with Baker and Taylor Title Source, the librarians are able to order materials sooner, there are checks in place to stop duplicate orders, less paper is wasted, books arrive quicker, notes can be attached to the orders and the library subscribes to Automatically Yours, which sends certain authors' books whenever a new title is published so that the librarians do not have to worry about ordering when a popular author publishes a new book.</p> <p>Blevins then gave the board a presentation on how materials are ordered on Title Source.</p>					
<b>X</b>	<b>Public Participation</b>	<p>Staff member, Kathy Fannon, requested that the board move public participation to the end of the meeting in order for informed comments to be made on what is discussed during the meeting.</p>					
<b>XI</b>	<b>Old Business</b> 1. Current Retirees and Health Care	<p>Valyi-Hax sent the board the information that she received from Marina Kruse and Peggy Gielow regarding health care. She explained that it is the part of the union contract from when they retired and as the minutes from June 2004 read as "...amend the current health insurance policy for retirees in the non bargaining unit to add, "if a retiring non-bargaining unit member has reached the age of 55 and has 25 years of full time service, the library will pay insurance coverage for said employee until the retiree is eligible for Medicare at the age of 65. Medicare will then become the primary care and the library's health care will be the secondary provider." This matches the union contract.</p>					
<b>XII</b>	<b>New Business</b> 1. Board Meeting Schedule 2012-2013  2. Sunday Schedule 2012-2013	<p>The board received the Board Meeting Schedule 2012-2013 (pg. 48) in the board packet. Valyi-Hax stated that she did not make any changes and all board meetings are set for the second Wednesday of the month.</p> <p>Miller moved and Meloeny supported motion to approve the Board Meeting Schedule 2012-2013 as it stands. <b>MOTION CARRIED</b></p> <p>The Board received the Sunday schedule 2012-2013 (pg. 49) in the board packet. The schedule will begin the first Sunday after Labor Day through May of 2013.</p> <p>Beauvais moved and Miller supported motion to approve the Sunday schedule 2012-2013 as it stands. <b>MOTION CARRIED</b></p>					
		Aye	Aye	Aye	Absent	Support	Motion
		Motion	Aye	Aye	Absent	Aye	Support

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<b>XII New Business Cont.</b>							
3. Board Continuing Education	Valyi-Hax stated that the board is interested in training for the strategic planning process and asked the board what length of workshop would they like. Miller stated that it would be in the best interest of the board to get the most that they can out of the training and that the board should wait and see what ALTAFF recommends. Valyi-Hax stated that she will inquire further about the length of the workshop and will pass that information onto the board when she receives it. Miller stated that she would like the board to come up with dates prior to the next meeting and the board agreed.						
4. Michigan Library Association (MLA) Membership	<p>The Board received the MLA dues structure (pg. 51) in the Board packet. Valyi-Hax stated that MLA looks at the most recent state aid report on what the library's expenses were and that is how they come up with the dues amount, which for RDL is \$1,469.00 per year. Valyi-Hax further stated that MLA changed the dues structure in 2011 due to the fact that the previous dues structure was not sustainable and it was decided to implement institutional memberships. The dues for the year include an affiliated membership for the director, which will pass from one director to another within a given year. This also allows staff to join MLA at an affiliated member rate of \$85.00 rather than \$170.00 at an unaffiliated member rate if the Board decides not to join MLA. Additionally, an unaffiliated director would have to join at 80% of \$1,469.00. When there is programming or continuing education opportunities, affiliated members will pay approximately half the price that an unaffiliated person would.</p> <p>Valyi-Hax stated that the value of MLA is what they do for advocacy at the state level and the fact that there is a group lobbying in Lansing, to protect the interests of libraries. Beauvais questioned the benefits of paying for an MLA membership other than notification of legal issues. Valyi-Hax stated that additional benefits are continuing education, opportunities for networking and getting involved with the MLA organization itself. Miller stated the benefits to the board, citing a MLA training video for Library Trustees and other relevant publications.</p> <p>Miller moved and Beauvais supported motion that the Board shall support membership in the Michigan Library Association and pay the fee of \$1,469.00.</p> <p>ROLL CALL:          AYES: Miller          NAYS: Meloeny, Collins, Beauvais, Fortuna          ABSENT: Lenaway  <b>MOTION FAILED</b>          Check out for MLA membership dues will be voided.</p>	Nay	Nay	Nay	Absent	Nay	Aye
5. Comment Cards	Valyi-Hax passed out the new format of comment cards that the staff will be using for patrons. Miller stated that she would like to see all of the comment cards that come in go into the Library Board packets. Valyi-Hax stated that she will do that. The comment card structure is based on research that has been done by OCLC findings that show that citizens, local politicians and members of the community are more likely to support libraries when they have a transformative story to hear about. Meloeny stated that he would like to see the form available on the website for people to be able to fill out. Valyi-Hax stated that she would do that. Meloeny further stated that he would also like these to be available to people at the library table at the Peach Festival.						

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<b>XII</b>	<b>New Business Cont.</b> 6. Negotiation Discussion	Aye	Aye	Motion	Absent	Aye	Support
	At 8:50 P.M., Fortuna moved and Miller supported motion to go into closed session for contract negotiation discussion. <b>MOTION CARRIED</b>						
<b>XIII</b>	<b>Adjournment</b>	Aye	Aye	Motion	Absent	Support	Aye
	Fortuna moved and Meloeny supported motion to adjourn at 9:37 P.M. <b>MOTION CARRIED</b>						