

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
August 8, 2012

APPROVED MINUTES

Agenda Item		Motion/Discussion	VOTE					
			Treasurer Beauvais	President Collins	Trustee Fortuna	Secretary Lenaway	Trustee Meloeny	Vice President Miller
I	Call to Order	Meeting called to order at 7:06 P.M. Members Present: Beauvais, Collins, Fortuna, Lenaway, Meloeny, Miller Members Absent: None Staff Present: Valyi-Hax, Keppler, Schultz						
II	Pledge of Allegiance							
III	Introductions	None						
IV	Approval of the Agenda	Fortuna moved and Meloeny supported motion to approve the agenda of the regular board meeting of August 8, 2012, with the following revision: Delete Item VII, Report of the President, and Item VII, 1., Committee Reviews: Reports. MOTION CARRIED	Aye	Aye	Motion	Aye	Support	Aye
V	Approval of the Minutes	Beauvais moved and Miller supported motion to approve the minutes of the July 11, 2012 regular board meeting. MOTION CARRIED	Motion	Aye	Aye	Aye	Aye	Support
VI	Financial Issues and Reports 1. Report By The Director And Business Manager Concerning Library Finances 2. Approval of Vouchers	Valyi-Hax stated that the auditors have been at the library for three days. Austen Michaels, Plante Moran, plans on meeting with the board in September. He would like to meet with the Finance Committee prior to that. Keppler reviewed the Budget to Actual Analysis stating how pleased the auditors are with this particular report. It is a key tool: as tight as our budget is, any abnormality will be apparent. Auditors felt this was one of our strong points. Keppler provided auditors with responses to all items identified on last year's audit requiring corrective action. Valyi-Hax agreed to provide board members with a copy of what was provided to Plante Moran. Valyi-Hax stated that Plante Moran was provided many of the requested documents ahead of the actual audit resulting in only requiring three days at the library versus their initially scheduled one week. Austen Michaels worked at the library again yesterday, and things went very smoothly overall. An updated check register and updated open items report was distributed highlighting those items added after board packets were sent out. Beauvais noted that the total of vouchers on the updated open items report was \$40,786.52 whereas the total on the check register was \$40,269.41. It was determined that due to an input error, five of the vouchers shown on the open items report did not print and were not included in the total shown on the check register. The five vouchers totaling \$517.11 will be approved at the September board meeting. Beauvais moved and Miller supported motion to approve vouchers in the amount of \$40,269.41. MOTION CARRIED						
			Motion	Aye	Aye	Aye	Aye	Support

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VI	Financial Issues and Reports Cont. 3. Approval of Receipts	An updated Deposit Register was distributed reflecting additional receipts of \$24,658.51 that had been loaded into the system since distribution of the board packet. Miller moved and Beauvais supported motion to approve receipts in the amount of \$25,071.50. MOTION CARRIED		Support	Aye	Aye	Aye	Aye	Motion
VII	Report of the Board President 1. Committee Reviews: Reports	Item Deleted From Agenda							
VIII	Report From Friends of the Library	Jean Viviano thanked all that assisted with this year's Garden Walk. They are grateful to the local news for fantastic before and after coverage. She thanked the entire library staff and those that sold advance tickets. There were a total of nine gardens in this year's walk. Book sales are going well. Donna Folland is in charge of their web site and is promoting the book store on the site. Viviano urged all to go on their web site and join or volunteer. In November; they are going to be in need of additional officers.							
IX	Director's Report	<p>I. Audit - Three staff members from Plante Moran (Pam Hill, Austen Michaels, and Amar Rushing) were at the library to begin the fieldwork for the audit. Jillynn Keppler, Linda Schultz, and Valyi-Hax worked with the team to gather the information they needed and answer questions they had. The process seemed to go very smoothly - while the plan was for Plante Moran to be present for the full week of July 23-27, they only needed to be on-site for July 23-25. As Valyi-Hax hears more from Plante Moran, she will notify the Library Board.</p> <p>II. Local Meetings - Valyi-Hax has attended or had meetings with a variety of people in the community. She attended a meeting with the Romeo 175th Anniversary Celebration committee. She attended the library's Family Fun Day at the Graubner Library on July 21. She attended the August 1 meeting of the Washington Township Board, and she was thanked by the board members for her attendance. Dan O'Leary expressed interest in having a meeting with her to discuss his hopes for the library. Finally, she had a meeting with Dr. Nancy Campbell, Superintendent of the Romeo Community Schools, to get to know each other and to begin discussing ideas for additional projects that the library and the schools can work on together.</p> <p>III. Newsletters (Print and Email) - Valyi-Hax and Blevins continued to work on this. They have selected MailChimp as the library's provider. Blevins has sent a successful test message. They are going to continue to refine it with a goal towards sending our the first message in September.</p>							

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IX	Agenda Item	Motion/Discussion					
	<p>Director's Report Cont.</p> <p>1. Department Reports Adult Services</p> <p>Children's Services</p>	<p>IV. Director's Leave - Valyi-Hax will begin her leave on August 22. She expects that she will be unavailable for the first few days. She will begin checking e-mail regularly, and she will be available via telephone and e-mail. She will also have a plan with Linda to check in regularly. Finally, SLC staff will install a remote access program on her work and home computers so that she will be able to access her work PC from home. She hopes for this to provide as little disruption as possible to regular library operations, and she hopes to be back to work in 3-4 weeks.</p> <p>The department had a busy month hosting programs and events related to Summer Reading. Much prep work and creativity has been put into making these events successful.</p> <p>So far, Kathy's Adult Summer Reading Program numbers stand at: 53 participants with 34 having finished; over 400 books having been read so far as well. Programming included Quilting, which brought in 18 crafty ladies and Books To Keep You Up at Night with 3 attendees.</p> <p>Heather had much success with her Family Fun Day with over 226 patrons making their way through a day of games, face painting, food and other entertainment. Many thanks to our local vendors and volunteers who helped make it possible. This year included more community group involvement which made it a more rounded event.</p> <p>The Teen Lock-in was another successful venture bringing 40 pizza-hungry teens. Heather's next fun adventure for the teens was the interactive game of Clue. This event was a success with 10 teens participating and having a night of fun. Many talented young adult artists have turned in their artwork for the anticipated art prize drawing. Additional SRP book reviews and reading tally sheets continue to filter in as the end of SRP approaches.</p> <p>The Summer Reading Club is winding down; during July they had 559 children register and participate in the 44 day program. They have had 2,092 visits with the kids to hear their oral book reports and to help them select other reading materials. Programming is a key component to their reading club and they had the following programs this summer:</p> <p>Thrilling Thursdays - an activity and movie type afternoon. They had crafts, Legos and films. They held 4 sessions this month with 209 participants.</p> <p>They were approached by a physician's assistant/author to hold a diabetes storytime where the author read her book, <i>Gigi has Diabetes</i>. Six people attended this special storytime.</p> <p>They held their PAWS for Reading again this summer. PAWS for Reading is a program where children learning to read practice with a therapy dog. All dogs are registered with Therapy Dogs International. They held two sessions with 33 participants.</p>					

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IX	<p>Director's Report Cont. Kezar Branch</p> <p>Technical Services</p>	<p>It was the first month for new hours at Kezar. They are happy with the results that they have seen so far. Fridays have been much busier than anticipated and believe the right decision was made in regards to Friday hours as opposed to night hours. Additionally, Saturday's shift in hours seems to have also had a positive impact on door count. The patron count at Kezar is well above what it was in previous months.</p> <p>The Crochet Guild, Mi Stitchin' Time, made a crochet garden, and it was "planted" during Sidewalk Sales. There was a positive response to the beautiful crocheted flowers, butterflies, bows and other yarn goodies that grace the outside of Kezar. If you have not gotten a chance to stop by, please do so before the rain gets to the decorations.</p> <p>They hosted a couple of different programs with fair attendance. Natural Bead Earrings with Romeo Jewelry had an attendance of 8, and African-Americans in Macomb County saw 14 people in attendance. Kezar also hosted the Michigan Buffalo Soldiers, a fantastic program that they wish was better attended. They are working on a way to bring them back with a larger audience.</p> <p>A showing of The Hunger Games is scheduled for August 18th. They will be showing The Avengers on September 29th. 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 and the film for September 10th is the Indian classic Pather Panchali. Popcorn and beverages will be provided at the Monday Film Club.</p> <p>There will be a used computer sale on Saturday, September 15th.</p>																													
	2. Special Report From Youth Services	<p>Michelle Yochim presented results of her Summer Reading Program.</p> <p style="text-align: center;">Summer Reading Club 2012 Final Report</p> <table border="0"> <tr> <td>Registered:</td> <td>Read-To-Me</td> <td>160</td> </tr> <tr> <td></td> <td>Juveniles</td> <td><u>399*</u></td> </tr> <tr> <td></td> <td>Total</td> <td>559</td> </tr> </table> <p>*Demography:</p> <table border="0"> <tr> <td>Amanda Moore Elementary</td> <td>66</td> </tr> <tr> <td>Hamilton Parsons Elementary</td> <td>48</td> </tr> <tr> <td>Hevel Elementary</td> <td>61</td> </tr> <tr> <td>Indian Hills Elementary</td> <td>50</td> </tr> <tr> <td>Washington Elementary</td> <td>34</td> </tr> <tr> <td>RCS Grades 6-12</td> <td>31</td> </tr> <tr> <td>Homeschool</td> <td>11</td> </tr> <tr> <td>Other Districts/private schools</td> <td>98 Total non RCS 27%</td> </tr> </table>						Registered:	Read-To-Me	160		Juveniles	<u>399*</u>		Total	559	Amanda Moore Elementary	66	Hamilton Parsons Elementary	48	Hevel Elementary	61	Indian Hills Elementary	50	Washington Elementary	34	RCS Grades 6-12	31	Homeschool	11	Other Districts/private schools
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	<p>Levels Reached</p> <table> <tr> <td>7 Days</td> <td>559 - 100%</td> </tr> <tr> <td>14 Days</td> <td>513 - 92%</td> </tr> <tr> <td>21 Days</td> <td>499 - 89%</td> </tr> <tr> <td>28 Days</td> <td>499 - 89%</td> </tr> <tr> <td>35 Days (Complete Full Program)</td> <td>355 - 64%</td> </tr> <tr> <td>Past 35 Days</td> <td>134 - 24%</td> </tr> </table> <p>2,092 visits from children</p> <p>Michelle stated that a prize is given to all that complete 35 days.</p>	7 Days	559 - 100%	14 Days	513 - 92%	21 Days	499 - 89%	28 Days	499 - 89%	35 Days (Complete Full Program)	355 - 64%	Past 35 Days	134 - 24%																																	
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X	Old Business 1. Current Retirees and Health Insurance 2. Board Continuing Education																																													
	<p>Valyi-Hax previously gave the board all of the information that she has received in the past. She asked the board if they were ready to make a decision on this issue. Valyi-Hax offered that if the board is not yet ready to make a decision, a letter be sent to Marina Kruse and Peggy Gielow stating that their insurance premiums will continue to be paid until the board finalizes this item. The board agreed and Valyi-Hax stated she will draft the letters and have Malcom Brown review them.</p> <p>Valyi-Hax has contacted Suburban Library Cooperative and they are excited about working with us again for the Continuing Education opportunity, Strategic Planning for Libraries, to be held on Saturday, September 22. Valyi-Hax and Schultz contacted several local caterers and Valyi-Hax has contracted with Pam's Catering for breakfast and lunch. Valyi-Hax plans to pick up Sally Gardner Reed from her hotel near the airport and drop her off for her return flight. However, she requested a backup volunteer, just in case there are complications from her leave. Lenaway volunteered to be her backup.</p>																																													
XI	New Business 1. Air Conditioning Unit at Kezar																																													
	<p>One of the air conditioning units at Kezar has stopped working because the condenser has failed. Pollock has collected three quotes to repair this. Bid responses are as follows:</p> <p style="text-align: center;"><u>Kezar Air Conditioner Bids</u></p> <table> <tr> <td>BID #1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fix What We Have</td> <td><u>Cost</u></td> <td><u>Warranty Parts</u></td> <td><u>Warranty Labor</u></td> </tr> <tr> <td>SysTemp Corporation</td> <td>\$2,400.00</td> <td>1 Year</td> <td>90 Days</td> </tr> <tr> <td>Johnson Thermal</td> <td>\$1,800.00</td> <td>1 Year</td> <td>1 Year</td> </tr> <tr> <td>Bumler Mechanical</td> <td>\$1,984.00</td> <td>1 Year</td> <td>1 Year</td> </tr> <tr> <td>BID #2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Replace With New</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SysTemp</td> <td>\$5,075.00</td> <td>5 Years</td> <td>1 Year</td> </tr> <tr> <td>Johnson Thermal</td> <td>\$4,600.00</td> <td>10 Years</td> <td>1 Year</td> </tr> <tr> <td>Bumler Mechanical</td> <td>\$4,944.00</td> <td>5 Years</td> <td>1 Year</td> </tr> </table>	BID #1				Fix What We Have	<u>Cost</u>	<u>Warranty Parts</u>	<u>Warranty Labor</u>	SysTemp Corporation	\$2,400.00	1 Year	90 Days	Johnson Thermal	\$1,800.00	1 Year	1 Year	Bumler Mechanical	\$1,984.00	1 Year	1 Year	BID #2				Replace With New				SysTemp	\$5,075.00	5 Years	1 Year	Johnson Thermal	\$4,600.00	10 Years	1 Year	Bumler Mechanical	\$4,944.00	5 Years	1 Year					
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XI	New Business Cont 1. Air Conditioning Unit at Kezar Cont.						
	Additional discussion surrounded questions such as: - Are all the units the same age? - Can we run on just four units? - Can we get by with fewer than four units? - Is the current system efficient? - Should these units remain in the attic? - Should we dispose of the all five current units and replace with two efficient units? It was agreed to table the decision and gather additional information as to what the cost would be for an entire new system. Valyi-Hax will work with Pollock to send out revised bid packages.						
XII	Public Participation						
	None						
XIII	Executive Session	Support	Aye	Motion	Aye	Aye	Aye
	At 8:25 P.M., Fortuna moved and Beauvais supported motion to go into executive session for preparation of contract negotiations. MOTION CARRIED						
	At 9:09 P.M., Miller moved and Meloeny supported motion to leave executive session. MOTION CARRIED	Aye	Aye	Aye	Aye	Support	Motion
XIV	Adjournment	Aye	Aye	Motion	Aye	Aye	Support
	At 9:10 P.M., Fortuna moved and Miller supported motion to adjourn. MOTION CARRIED						