

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
September 12, 2012

APPROVED MINUTES

		VOTE					
		Treasurer	President	Trustee	Secretary	Trustee	Vice President
		Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
I	Agenda Item	Motion/Discussion					
I	Call to Order	Meeting called to order at 7:00 P.M. Members Present: Beauvais, Fortuna, Lenaway, Meloeny, Miller Members Absent: Collins Staff Present: Valyi-Hax, Keppler, Schultz					
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 September 12, 2012. MOTION CARRIED					
V	Approval of the Minutes	Beauvais moved and Meloeny supported motion to approve the minutes of the August 8, 2012 regular board meeting. MOTION CARRIED					
VI	Financial Issues and Reports						
	1. Report By The Director And Business Manager Concerning Library Finances	Keppler went over the new Deposit Register Summary noting the column for month to date deposits as well as year to date deposits. She stated that this report will be used for each month's total receipt amount. Keppler reviewed the new Balance Sheet. She stated that the total cash account on this balance sheet will tie out to the ending balance total on the Bank Register. The Income Statement gives a total for expenses, which will tie out to the total expenditures in the actual column of the Budget to Actual Analysis. Keppler stated that the Summary of Disbursements now shows voided checks, electronic payments, transfers, and bank fees. A new payroll register will now be included along with the previously provided check register. The check and payroll register total will tie out to the reconciliation to the registers shown on the same page.					
	2. Approval of Vouchers	Beauvais moved and Lenaway supported motion to approve vouchers in the amount of \$181,012.07. MOTION CARRIED					
	3. Approval of Receipts	Fortuna moved and Beauvais supported motion to approve receipts in the amount of \$14,756.73. MOTION CARRIED					
VII	Report from Pamela Hill and Austen Michaels, Plante Moran	Pam Hill passed out the Financial Report and Letter to the Board of Trustees. Because this was the first time the board had the opportunity to see these documents, she offered to come back to answer any questions they may have. She stated that the audit went very smoothly. They did not make any audit adjustments this year. Everything that was suggested last year had been implemented. Ms. Hill spoke to the issue of what is an appropriate fund balance. RDL has approximately \$1.9 Million in fund balance. About \$900,000 is 50% of property tax collections that will be needed for expenditures in the first six months of the fiscal year leaving \$1 Million. (Revenue checks do not begin arriving until late December.) Comparing that amount to expenses leaves approximately 30-40% in fund balance.					

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VII	<p>Report from Pamela Hill and Austen Michaels Plante Moran Cont.</p> <p>Ms. Hill stated she has previously recommended that an organization have 5-15% fund balance based on bond rating agency recommendations. With the current state of the economy and decreasing property tax revenues, there is a need to be more conservative in fund balance as a percent of expenditures. She went on to state that going forward, RDL needs to do a multi-year projection and forecasting or budgeting in order to determine what exactly should be in fund balance.</p> <p>Ms. Hill referred to the letter to the Board of Trustees. She stated that Section I is a required communication and they must report any internal control deficiencies. The three items listed were previously noted in the prior year. They are being repeated in the current year because the processes were still in place from July, 2011 through December/January, 2012, which is six months of the fiscal year. It is noted in the report that they have all been corrected. Comments will be removed next year. There were no new issues listed.</p> <p>Ms. Hill stated that Section II is also a required communication. At the beginning of the audit, they send a letter to the board indicating what their plan is. This is a follow-up letter that speaks to the results of the audit. No new policies or GASB rules needed to be implemented this year. She felt it important to note that we have accounting estimates within our financial statements based off of certain assumptions. She stressed the importance of reviewing these assumptions regularly as they can change, especially in the area of MTT, pension and retiree health care obligation.</p> <p>Section III covers an issue where MERS did not take into consideration the pre-funding amount that RDL contributed and continued to invoice based on the December 31, 2010 actuarial report. This has been corrected. There were also two preliminary legislative bills that are currently being introduced included in this section strictly for informational purposes.</p> <p>Austen Michaels reviewed the Balance Sheet for year end. The only significant change from the prior year is there is a decrease in cash of approximately \$900,000 attributable to the pre-funding of the pension liability. Net change in fund balance is just about what the pre-funding was as well. Absent this, the library would have broken even. We now have a net pension asset of \$871,000 that will slowly decline over the next 20-30 years. Mr. Michaels stated that revenue exceeded budget by about \$50,000 attributable to property taxes. Total expenditures were under budget by about \$50,000 primarily due to the capital outlay.</p> <p>It is recommended that next year a projection is done that ties into the budget. Keppler stated that the plan is to complete one for three years. Ms. Hill stated that if we do implement this process to make sure it does not become a stagnant tool. For example, avoid using projections a year or two old to set property tax rates.</p>						

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VIII	Report of the Board President						
	Valyi-Hax stated that the Finance Committee met on Monday, September 10th, and went through the audit findings. All items discussed in this meeting were covered in tonight's meeting as well.						
IX	Report From Friends of the Library						
	<p>Jean Viviano said that she wanted to take the time this evening to zero in on the importance of continuing the Friends organization. She asked the library board to recognize that in November of this year, the Friends will be without a Board of Directors. The offices of President, Vice President, Secretary and perhaps Treasurer, will be vacant. In past years, board members have been called on to also be "worker bees" in their fund raising efforts. She stated that the Friends are asking for assistance from the library board in active recruitment of responsible volunteers. They will most likely need chairpersons for the fundraising activities such as Garden Walk, Book Store, Basket Auction, etc.</p> <p>Their mantra is "all monies made by the Friends are funneled back to the library" for special projects they have in mind that are not included in the normal budget. The director should work closely with the Friends board to designate a specific purpose for this funding. They would also benefit from more recognition of how the Friends group benefits the library.</p> <p>The Friends organization has been built with the hard work of many Romeo area residents. The core working group has slowly dwindled from an aging group of 12-14 to 6-8 workers/contributors. This past two years, with the help of Carol Humphreys, they have completed their designation as a 501(c)3 organization. One of the benefits of this is the ability to apply for grants for the library.</p> <p>Ms. Viviano stated that they are hoping that the foundation that has been laid and the reputation that has been built will be continued in an even stronger Friends organization.</p>						
X	Director's Report						
	<p>I. Valyi-Hax was excited to let everyone know about EveryLibrary, a PAC for libraries. It will help libraries raise funds to support local ballot initiatives. She included a printout from their web page.</p> <p>II. Local Meetings - Valyi-Hax attended or had meetings with a variety of people in the community. She attended the August 15 meeting of the Bruce Township Board, along with Mike Meloeny and Debra Beauvais, and she was thanked by the board members for her presentation. On August 17, Stacie Guzzo (formerly Narlock) and Valyi-Hax were present at the Greater Romeo Washington Chamber of Commerce event called "A Night Under The Stars." They passed out desserts, graciously supplied by Friends of the Library. Finally, several staff members were present at the Children's Area at the Peach Festival to let children assemble crafts either near the gazebo or inside the Kezar Library.</p>						

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<p>X Directors's Report Cont.</p> <p>1. Department Reports Adult Services</p>	<p>III. Newsletters (Print and Email) - Valyi-Hax and Blevins have continued to work on the newsletter. They have created the necessary opt-in link on the library's web page, and are just about ready to go live.</p> <p>IV. Director's Leave - Valyi-Hax's leave began on August 22. As expected, she has been checking e-mail and getting some work done via remote connection. She plans to be back full-time starting on September 24.</p> <p>The department has continued to be busy with the wind up of the Summer Reading Program for both adults and teens. Grand prize and runner-up winners were chosen; and as usual, many people walked away with happy faces for all their efforts.</p> <p>Kathy's Adult Summer Reading Program final numbers stand at: 75 participants with 59 having finished; over 871 books having been read as well. Her Ice Cream social went well with 28 adults showing up for prizes.</p> <p>The Teen Summer Reading Program had a grand total of 73 local teens participate this year. This is an increase of about 63% in the number of participants from last year. The first year for the Teen Summer Reading Art Contest was also a large success with 25 teens participating with 29 art entries.</p> <p>Heather's Live Clue for the teens was a success with 10 eager detectives showing up for an evening of pizza, laughs and "murder." The Teen Writer's Workshop was also a success with 12 participants of all ages stopping in.</p> <p>Additional programs included The Tuesday Bookgroup which had 7 participants. Four participants attended the program "How to Form a Book Club".</p> <p>Glen has nearly finished wrapping up his scheduled programs for the year. In the latest update, permission has been granted from the Township supervisor for a Civil War muster and cannon shoot to take place on library property in May.</p> <p>Lastly, some general numbers from daily operations include: Outreach: 10, Faxes: 8 (Faxing has continued to be a popular service offered to the public) and Exam Proctoring: 1.</p>						

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<p>X</p> <p>1. Department Reports Cont. Children's Services Cont.</p> <p>Kezar Branch</p> <p>Technical Services</p>	<p>Their summer reading club closing program had E-Fex Puppets who did a beautiful retelling of the Fisherman and His Wife. They had 102 attendees.</p> <p>During the week of August 20th, they had a Last Blast Week for kids to come in, relax, do a craft, watch a movie, build Legos, attend storytime, trade their wares at Pokemon and participate in a scavenger hunt. They had 369 children participate in the events that week.</p> <p>They held a service project for the children of the community. They selected a unit of soldiers in Afghanistan who are based out of Selfridge. All the soldiers were from Macomb County. The kids made cards and they stuffed a box full of candy and mailed it off. 40 children contributed 60 cards to the Motor City Muscle – Task Force Talon.</p> <p>They spent any free time gathering gear for the fall storytime semester.</p> <p>August was their busiest month so far this year. They are really starting to see many more people through their doors and new people that have not been seen before.</p> <p>Story times, crochet group and book group have all seen new participants this month.</p> <p>Kezar has a new addition to its staff: Batman and Robin - they are gerbils. Batman and Robin get a positive response from the adult patrons, and all the kids really seem to like them as well.</p> <p>On Monday, September 17, Chuck will be leading Music on the Porch. People can come and listen or plan or sing. It will last for an hour. It is something that they would like to do more often, especially next summer. They are hosing a Survival series. Matt from Skyline Camp in Almont will be helping them out with monthly programs that will show and teach survival skills for the participants. There is one scheduled each month from now until December. On December 21, the end of the world, they will have a lecture from an academic who will talk about why the world is not ending and the myths that go along with the apocalypse. They are also instituting a new storytime. Chuck did the lap sit storytimes at Graubner and will now be doing them at Kezar, Monday at 11:15 a.m. Chuck will continue to do outreach storytimes at Crosswell again this year.</p> <p>The second Family Movie Night was on August 14th with 68 attendees. The second Monday Film Club is on September 10th with a showing of Quadrophenia and Moon Rise Kingdom on October 22nd. Popcorn and beverages will be provided at both showings. There will be a showing of The Avengers on Saturday, September 29th.</p> <p>There will be a computer sale on Saturday, September 15th at 10:00 a.m.</p>						

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2. Special Report From Kezar Library	<p>They are currently going into their third month of being open on Fridays. They are much busier than initially expected. July was the first month they were open, and they had approximately 167 people in on Friday. In August, they had 295, a 56% increase in just one month. They also had a large increase in their Thursday at 11:15 a.m. drop-in story time. Consistency with the time and Chuck's amazing storytimes are attributable to increasing these numbers.</p> <p>Starting Monday, September 17th, Chuck will be doing lap sit story time at Kezar at 11:15 a.m. They will continue with the Thursday 11:15 drop in and will no longer be doing the Wednesday at 4:00 drop-in. They will be doing a new story time for older kids after school on Tuesday at 4:15 p.m. called Princesses, Dragons and Giants, Oh My! This will be for K-3rd graders. Chuck will also be hosting "Music on the Porch" on Monday, starting at 6:00 p.m. where people can come and listen, sing and or play along.</p> <p>Kezar will be hosting a four part survival series. Each month, Matt Henry from Skyline Camp in Almont will be teaching a survival skill. Tomorrow will be archery, October will be fire skills, November is emergency first aid in the field, and December will be tracking and trapping. On December 21, there will be a speaker to talk about the reasons why the world will not be ending that night.</p> <p>The Source articles are starting to get noticed and many of the titles suggested are being checked out or put on hold. This Sunday's article is about the National Film registry. This was in an effort to promote the Monday Film Club. The next article will be on survivalist fiction and non-fiction.</p>						
XI Old Business							
1. Current Retirees and Health Insurance	Valyi-Hax has mailed letters to current retirees (which were reviewed by attorney Malcolm Brown) stating that the board has not reached a decision and they hoped to by October, 2012.						
2. Board Continuing Education	The Strategic Planning seminar is scheduled for September 22 from 8:30 - 3:00 p.m. Pam's Catering has been selected to supply breakfast and lunch.						
3. Air Conditioning Unit at Kezar	The companies that made the initial quotes have been out to Kezar to look around, investigate the options, and work up prices. Updated quotes are not yet available.						
XII New Business							
1. Annual Report	Valyi-Hax will be preparing an annual report for the board to review at the October meeting. It will contain an overview of what the library has done in the past year, as well as other brief financial and operations statistics.						
XIII Public Participation	Community resident and previous RDL board member, Helen Sergott, voiced her disappointment in the fact that no board members attended the Mystery Comes To Michigan program. She stated that five spectacular authors, four of which were from out of state, were a part of this program and no library official was there to greet and welcome them to the Romeo District Library. This behavior offends her as a taxpayer and feels that board members should be present for all or at least a part of the program.						

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XIII	Executive Session	At 8:15 P.M., Fortuna moved and Meloeny supported motion to go into executive session for preparation of contract negotiations. MOTION CARRIED	Aye	Absent	Motion	Aye	Support	Aye
		At 9:12 P.M., Beauvais moved and Meloeny supported motion to leave executive session. MOTION CARRIED	Motion	Absent	Aye	Aye	Support	Aye
XIV	Adjournment	At 9:12 P.M., Meloeny moved and Beauvais supported motion to adjourn. MOTION CARRIED	Support	Absent	Aye	Aye	Motion	Aye