

APPROVED MINUTES

Romeo District Library
Board Meeting
Graubner Library, 7:00 P.M.
October 10, 2012

VOTE

| | | Treasurer | President | Trustee | Vice President | Trustee | Secretary |
|-------------|---|-----------|-----------|---------|----------------|---------|-----------|
| Agenda Item | | Beauvais | Collins | Fortuna | Miller | Meloeny | Lenaway |
| I. | Call to Order | | | | | | |
| | Meeting called to order at 7:07 pm. Members Present: Collins, Miller, Lenaway, Fortuna, Meloeny Members Absent: Beauvais Staff Present: Valyi-Hax, Guzzo | | | | | | |
| II. | Pledge of Allegiance | | | | | | |
| III. | Introductions | | | | | | |
| | None | | | | | | |
| IV | Approval of the Agenda | Absent | Aye | Aye | Aye | Motion | Support |
| | Meloeny moved and Lenaway supported motion to approve the agenda of the regular board meeting of October 11, 2012. MOTION CARRIED | | | | | | |
| V. | Approval of the Minutes | Absent | Aye | Aye | Motion | Support | Aye |
| | Miller moved and Meloeny supported motion to approve the draft minutes of the regular board meeting of September 12, 2012. MOTION CARRIED | | | | | | |
| VI. | Financial Issues and Reports | | | | | | |
| | 1. Report by the Director concerning Library finances. | | | | | | |
| | Valyi-Hax passed out copies of the summary of disbursements, check register and payroll register. She also passed around updated copies of the check register that highlighted items added since the board had received their packets. She also mentioned that included was the Deposit Register Summary, Balance Sheet, income statement with revenue and expenditures and budget to actual analysis, mentioning that these are some of the new reports that Keppler mentioned last month. | | | | | | |
| | 1. Approval of the Vouchers | Absent | Aye | Support | Motion | Aye | Aye |
| | Miller moved and Fortuna supported to approve the vouchers in the amount of \$151,455.80. MOTION CARRIED | | | | | | |
| | 2. Approval of the Receipts | Absent | Aye | Aye | Aye | Support | Motion |
| | Lenaway moved and Meloeny supported to approve the receipts in the amount of \$3,717.95. MOTION CARRIED | | | | | | |
| VII. | Report of the President | | | | | | |
| | Collins stated that there was not a lot of committee work the past month. Members of the Board and the Director attended an all day workshop on strategic planning, hosted by Romeo District Library. Collins stated that people who attended were very happy with the speaker and with the information that was presented. Collins asked if anyone had comments or thoughts about the workshop. Valyi-Hax stated that she sees the strategic planning process trending to a fluid document that will allow for change. Miller remarked on the importance of the focus groups not being interviewed by a board or staff member so as not to influence the information gained. It was decided that the Strategic Planning Committee and the Board will start in earnest on the strategic planning process in January. Collins stated that if the committee would like to, they can meet sooner to begin to get some work done prior to the new year. Collins mentioned Harvest Days, Saturday, October 13 from 10:00-8:00 in the Village. The 175 th Anniversary Committee is having their first fundraiser, Junk in the Trunk, a garage sale in the Bailey Street Parking lot, where people will be selling items from the trunks of their cars. There will also be a cemetery self guided walk from 1:00 - 4:00 pm. Collins mention that librarian Chuck | | | | | | |

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| | | Schacht was featured on the front page of the Advisor Source during Music on the Porch at Kezar Library. | | | | | | | |
| VIII. | Friends of the Library | <p>There was no representative of the Friends present.</p> <p>Valyi-Hax stated that in the blurb for WBRW and in the Annual Report that she spoke about the value and importance of the Friends of the Library and that they need volunteers. The Friends are sponsoring pumpkin carving at Kezar Library for Harvest Days, from 11:00 am – 2:00 pm.</p> | | | | | | | |
| IX. | Director's Report 1. Department Reports Adult Services | <p>Valyi-Hax mentioned that in her report, she gave the link to the Library of Michigan website for Library Trustee information www.michigan.gov/librarytrustee. On October 4th, Valyi-Hax attended a workshop called "Lead the Change" sponsored by Library Journal. She stated that she learned a lot and that the workshop focused on where libraries are headed and how directors can lead the process. The link for the newsletter signup is now on the webpage and we have gone live for the email newsletter. Valyi-Hax will be a judge for the Washington Senior Center Spelling Bee on October 26. SLC (Suburban Library Cooperative) will be doing an upgrade to their server from having it hosted in Sterling Heights to having it hosted at a remote site. They will be making that change on November 14 so that the system will be down on November 12-14; no MeL or Overdrive access. Valyi-Hax stated that one of the good things about this change is now patrons will be able to get text messages from the library about their items.</p> <p>The department has been adjusting to the start of the school year and the new needs that come with helping local students with their homework. So far, it has been noted that a "read a memoir" project has just been assigned. The biography section has been getting some heavy usage as well as the Biography database.</p> <p>Adult Programming for the month has been quite successful. Kathy's Mystery Authors program had 40 people attend, while Glen's music group, "The Shy" had 34 attendees. The Tuesday book group brought in a faithful number of 5.</p> <p>Heather, Glen and Kathy have all been busy planning their programs for the year. Heather is planning her Teen programs as well.</p> <p>A Banned Books display was erected by Heather to help further patrons' awareness of the importance of freedom and the library's support of the right to read what we want and when we want. In addition, Glen will be setting up a scary (yet tasteful) display on Jack the Ripper and Lizzie Borden to help set the mood for Halloween in our Victorian town.</p> <p>Heather is continuing her Teen book series project where she is checking and filling any gaps in our collection, a daunting task that will prove beneficial to our teen readers.</p> <p>Lastly, some general numbers from daily operations include: Outreach: 5, Faxes: 14 (Faxing has continued to be a popular service offered to the public) and Exam Proctoring: 2.</p> | | | | | | | |

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| | <p>Children's Services</p> | <p>They started September with the end of a month long reading contest for tweens. Flanagan Frenzy was a nationwide contest that had the older children reading books by John Flanagan. He has two series of books that connect together, <i>Rangers Apprentice</i> and the <i>Brotherband Chronicles</i>. Ten kids participated. One child won books 1-8 of the Rangers Apprentice series.</p> <p>They camped out at the Peach Festival Children's Day. Local kids made 120 crafts.</p> <p>Lego Day had 11 participants.</p> <p>The literacy playgroups are back. Macomb Family Services and the Children's department have resumed a joint project of literacy and parenting. They had 3 sessions with 62 participants.</p> <p>The Exotic Zoo came and did an exotic animal program with alligators, snakes and other ferocious animals. 65 participants screamed for more.</p> <p>They held their first family storytime of the school year with 5 people in attendance.</p> <p>The fall storytime classes have begun and there are 4 classes each week. Two Toddler Time classes for children aged 1.5 – 3 years with a parent or caregiver. They also have two Preschool classes for children aged 3.5 – 5 years. This class offers the parents a free preschool class that will teach the mechanics of a classroom, as well as literacy through stories, poetry and crafts.</p> | | | | | | |
| | <p>Kezar Branch</p> | <p>Kezar Library started new storytimes this month with some success and hope that they continue to grow. Mondays at 11:15 is Lapsit for infants and babies up to 18 months. They have also added a lower grade school storytime, called Princess, Dragons and Giants, Oh My! which is for K-3 grades on Tuesday at 4:15 pm.</p> <p>Music on the Porch on Monday, September 17th, at 6:00 pm was a success. There were 30 attendees for this program. Chuck Schacht played music and sang and led others who sang and played as well.</p> <p>This coming month they will be hosting an International Dinosaur Celebration with crafts, stories and snacks with a dinosaur theme on Monday, October 15 at 6:00 pm. They will be continuing a 5 part Survival Skills series on Thursday, October 11 with a fire craft and s'mores. Novels of the Night is on October 18th at 6:00 and is a reader's advisory program for horror lovers.</p> <p>The Library will be participating in Harvest Days (October 13) again this year by helping the Friends with pumpkin carving for the children and will also be participating in Halloween in the Village (October 27) by passing out candy.</p> | | | | | | |

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| XI. | <p>New Business</p> <p>1. Annual Report</p> <p>2. Additional Insurance Coverage</p> <p>3. Michigan Library Association</p> <p>4. Strategic Planning</p> | <p>Valyi-Hax stated that there was a copy of the Annual Report in the Board packet, pgs. 46-49. She stated that this will be done on an 11x17 sheet and be sent to the townships and the Village along with state and U. S. representatives.</p> <p>The Library currently gets Director's/Officers Insurance and Employment Practices coverage through the Buhl Agency. Valyi-Hax stated that the Board has the option of increasing coverage if they would like to consider it. The Board decided not to do so.</p> <p>Valyi-Hax stated that in the Board packets, pgs.50-51 is the recommendation to join MLA. She further stated that it is our only statewide advocacy organization. Valyi-Hax gave an overview of monies owed to the library through various state revenue sources such as personal property tax, penal fines and tax dollars owed to Renaissance Zones. Through the advocacy of MLA, the statewide budget allowed for more money to go to the Michigan E-Library, especially for business databases, which means that individual libraries do not need to purchase them. In total, Valyi-Hax said the financial amount gained through the advocacy efforts of MLA amounts to roughly \$200,026.00. Institutional membership in MLA, which includes membership for the director, and which allows staff to join as affiliated membership, and allows the staff to attend MLA conferences and workshops at a lower cost for a total cost of \$1469 for an institutional membership. Miller moved and Lenaway supported the motion to approve Institutional membership in MLA for the Romeo District Library in the amount of \$1469. MOTION CARRIED</p> <p>The Strategic Planning Committee will decide on whether to have a meeting in November or December.</p> | Absent | Aye | Aye | Motion | Aye | Support |
| XII. | <p>Public Participation</p> | None | | | | | | |
| XIII. | <p>Adjournment</p> | <p>At 8:37 pm, Miller moved and Meloeny supported the motion to adjourn the regular Board meeting of October 10, 2012. MOTION CARRIED</p> | Absent | Aye | Aye | Motion | Support | Aye |