

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
November 14, 2012

APPROVED MINUTES

		VOTE					
		Treasurer	President	Trustee	Secretary	Trustee	Vice President
Agenda Item		Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
I	Call to Order	Meeting called to order at 7:06 P.M. Members Present: Beauvais, Fortuna, Lenaway, Meloeny Members Absent: Miller 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 November 14, 2012, with the following revision: Under New Business, move Item #1, Policy Committee Meeting under Report of The President, Item #1, Committee Reviews: Reports. MOTION CARRIED					
V	Approval of the Minutes	Beauvais moved and Lenaway supported motion to approve the minutes of the October 10, 2012 regular board meeting with the following correction: Under Financial Issues and Reports, Item #1, first line, delete words "passed out" that were duplicated. MOTION CARRIED					
VI	Financial Issues and Reports 1. Report By The Director And Business Manager Concerning Library Finances	<p>An updated check and payroll register and open items list was passed out. Keppler reminded the board that checks are listed in alphabetical order with items such as transfers and ACH debits being listed at the very end of the report. The report reflects all expenditures versus only those items where a check has been issued.</p> <p>Beauvais asked if the total indicated for attorney fees shown under contracted services on the appropriation report was inclusive of all fees to be billed as a result of the contract negotiations. Keppler stated that the total indicated is through September, 2012. The actual total will be shown in next month's report. A budget amendment will be necessary at that time.</p> <p>Keppler asked the board if they are satisfied with the format and timing of reports now that they have been using them for a few months. Board members stated that they are completely satisfied with reports as they are received.</p> <p>Collins questioned if we are considering paying Computrain annually versus the current quarterly payments. Keppler suggested that we remain with quarterly payments as we continue to evaluate the overall system. She stated that the payroll system is very good, however, there are still a few reporting items that she would like to see changed. An example is the income statement. It is currently in alphabetical order. She would like to see it run by fund/account number. Beauvais asked if consideration is being given to begin using an additional module within Computrain for electronic time sheets. Keppler stated that we are not giving consideration to this additional module until such time that we are certain that we are going to continue with this system for good. This decision should be made in the Spring, 2013.</p>					

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Agenda Item	Motion/Discussion							
VI	Financial Issues and Reports Cont.							
	2. Approval of Vouchers	Beauvais moved and Meloeny supported motion to approve vouchers in the amount of \$148,096.67 MOTION CARRIED	Motion	Aye	Aye	Aye	Support	Absent
	3. Approval of Receipts	Lenaway moved and Beauvais supported motion to approve receipts in the amount of \$14,756.73. MOTION CARRIED	Support	Aye	Aye	Motion	Aye	Absent
VIII	Report of the Board President							
1. Committee Reviews: Reports	<p>Meloeny gave an overview of the Strategic Planning Committee meeting held today at 5:00 P.M. Meloeny, Fortuna and Valyi-Hax were in attendance. Discussion surrounded what the library needs to do in the next couple of months. Due to the upcoming holidays, there will be no meeting in December. The next meeting will be in January/February, 2013. The ultimate goal would be to have a strategic plan completed by March, 2013. The committee agreed that a more realistic goal would be to establish insight as to where we want to target next year's funds by March. The committee will solicit input and gather data from the staff and the community. Valyi-Hax agreed to send out an inquiry letter first to the staff to get input on a personal level of what they think is key from a library perspective, but also what they are hearing from their patrons. In addition, Valyi-Hax will contact some of the local businesses and specific schools asking them to solicit from their employees their personal and business perspective as well. Beauvais asked if the committee intended to establish focus groups and/or solicit input from non-patrons. Meloeny stated that once data is collected and reviewed from the staff, patrons, schools and local businesses, they will decide on whether focus groups and additional input is necessary. It may be that they will be so rich in data that additional input will not be necessary. Valyi-Hax stated that she intends to make response easy by allowing everyone to mail their response, email or submit via an electronic poll such as Survey Monkey.</p> <p>Valyi-Hax stated that a staff member alerted her to a possible discrepancy in the library's mission statement and organization chart. The board packet included four pages relating to the library's bylaw policy. The first two pages were passed by the board in December 2011 and the second two pages were earlier versions. However, the mission statement that was passed on 12/14/11 was actually a much earlier version of the mission statement. The second statement was revised in 2007 by the strategic planning committee. Also, the organization chart passed on 12/14/11 does not include a facilities manager or the circulation manager. Valyi-Hax asked the board if they would like to convene a meeting of the Policy Committee or is this something that can be worked out during the strategic planning process?</p> <p>Collins stated that the board can review the language included in the board packet as individual board members and compare it to the new strategic plan and how it will affect this portion of the policy. They can handle any discrepancies at that time. Collins reminded all present that Policy Committee meetings are now open meetings and strongly encouraged anyone that may have an interest attend all meetings.</p>							

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Agenda Item	Motion/Discussion						
IX Report From Friends of the Library	No report this month.						
X Director's Report	<p>I. On the morning of November 9, Valyi-Hax will be attending a Red Cross Workplace Emergency Preparedness Seminar. It is designed to provide a package of resources and simple, affordable solutions to build a safer workplace.</p> <p>II. Local events – Valyi-Hax attended the Romeo Harvest Days Chili Cook-off. She was also present at the Kezar Library for a time to speak with some of the families who showed up to carve a pumpkin. She attended a Chamber of Commerce mixer on October 17 and participated in a Rotary Club wine tasting and chocolate tasting fundraising event on October 18. On October 26, Valyi-Hax was the judge for the Spelling Bee held at the Washington Senior Center, which was a very fun event.</p> <p>III. On November 13, Valyi-Hax will be at the Romeo 175 Meeting. There are going to be a couple of big events, including a downtown event on May 13. The Kezar Library will be participating as part of the Kids’ Zone, where there will be many activities for children.</p> <p>IV. Maureen Swanwick and Valyi-Hax are in the process of hiring 3 new library assistants for the circulation department. They received approximately 25 applications, and they have a good pool of candidates to choose from.</p> <p>V. On October 17, Valyi-Hax had a meeting with Stacie Guzzo and Romeo Police Officer Sokolnicki to discuss security concerns at the Kezar Library. The staff there had raised some concerns with Stacie (especially regarding the fact that one can only go out the front doors), and Valyi-Hax wanted to get police input to try to manage the staff’s fears. One suggestion was to investigate having “panic buttons” installed. She will bring this up in more detail at a future board meeting.</p> <p>VI. Director’s Vacation – Valyi-Hax will be using the last of her vacation days for this year from November 26-30.</p> <p>1. Department Reports Adult Services</p> <p>Adult Services saw another busy month. The fax service was exceptionally busy with 15 faxes sent. Five exams were proctored, 9 online questions were answered; and 12 Outreach visits were made.</p> <p>Kathy’s Tuesday Bookgroup had 10 people attending. The Budget Proposal Basics for Foundation Center had no attendees. Glen’s Motor City Ghosthunters had a capacity crowd of 87 people. Heather’s Live Clue for Teens had 2 teens attend. The Department is still trying to understand how timing and subject matter affect program attendance. Programs that are suggested by patrons do not always have exceptional attendance.</p>						

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X	Director's Report Cont.						
	Adult Services Cont.						
	Children's Services						
	Kezar Branch						
	Technical Services						

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X	Director's Report Cont. 2. Special Report From Circulation						
	Maureen Swanwick, Circulation Manager, outlined the interview process currently being used on candidates for the open positions of library assistant. She gave a detailed overview of the circulation orientation and training process for all new employees.						
XI	Old Business 1. Current Retirees and Health Insurance 2. Air Conditioning Unit at Kezar						
	Valyi-Hax stated that Marina Kruse and Peggy Gielow have accepted the offer that was made to them for the Health Care Savings Program. Valyi-Hax is working with the RDL attorney finalizing legal forms, etc. Enclosed in the board packet were the bids that were received for the AC units at Kezar as well as the Facilities Manager's report. The board has already sen Bids #1 and #2. Bid #1 is to fix up the one broken unit, and Bid #2 is to replace one broken unit with a new one. Bid #3 is the cost to completely replace the heating system and the air conditioning. Bid #4 is to replace all five air conditioning units. The representatives from the companies say that Kezar's heating system still looks good. The board had several questions that should be addressed to the Facilities Manager who was not present at this meeting. It was agreed that Ben Pollock should attend the next board meeting and field any additional questions or concerns necessary for the board to make a final decision.						
XII	New Business 1. Policy Committee Meeting 2. Early Closings: Holidays 3. Take a Look at Graubner						
	Covered earlier under Item VIII, Report of the Board President. One of the staff members asked Valyi-Hax to have the board clarify its position on the library closing early on the day before a holiday. The library's 2002 Manual did say that the library would do so, but that manual is no longer the active manual. Valyi-Hax stated that because the library hasn't closed early at all in 2012 for holidays, she did not think that we would be doing that any more. She commented that 13 SLC libraries close at 5 or 6 on the Wednesday before Thanksgiving. The board agreed to keep it the same and not make any changes at this time. This item will be revisited once Circulation gathers additional attendance data. This item was suggested by Elizabeth Miller and follows an experience Valyi-Hax led at her previous library. Sometimes, when people regularly go into a building, they stop actually seeing what is really there. In advance of the strategic planning process, Valyi-Hax would like for the board to go through Graubner and see where improvements can be made. This walk-through will take place on December 12th immediately following the regularly scheduled board meeting.						
XIII	Public Participation						
XIV	Adjournment						
	At 8:30 P.M., Lenaway moved and Fortuna supported motion to adjourn. MOTION CARRIED	Aye	Aye	Support	Aye	Aye	Absent