

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
January 9, 2013

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		Michael Romano and Fred Moses, Audio Sentry						
IV	Approval of the Agenda		Miller moved and Beauvais supported motion to approve the agenda of the regular board meeting of January 9, 2013. MOTION CARRIED	Support	Aye	Aye	Aye	Aye	Motion
V	Approval of the Minutes		Lenaway moved and Meloeny supported motion to approve the minutes of the December 12, 2012 regular board meeting. MOTION CARRIED	Aye	Aye	Aye	Motion	Support	Aye
VI	Financial Issues and Reports		An updated open items, check and payroll register were passed out.						
	1. Report By The Director And Business Manager Concerning Library Finances		Beauvais moved and Fortuna supported motion to approve vouchers in the amount of \$111,493.59 MOTION CARRIED	Motion	Aye	Support	Aye	Aye	Aye
	2. Approval of Vouchers								
	3. Approval of Receipts		Meloeny moved and Fortuna supported motion to approve receipts in the amount of \$12,532.59. MOTION CARRIED	Aye	Aye	Support	Aye	Motion	Aye
VII	Report of the Board President								
	1. Committee Reviews: Reports		Strategic Planning Committee: Meeting held on January 8th. Miller stated that the committee agreed that Valyi-Hax should have assistance in putting together focus groups. It will allow Valyi-Hax to step back and become part of the process rather than take on the role of administrator. Valyi-Hax will work with potential facilitators and bring forth to the board three to five proposals for their review and approval. There would be no formal RFP. It is suggested that the Strategic Planning Committee meet again on January 29th to firm up what individual/company the library should go forward with. The committee reviewed all of the survey responses from teachers, the business community and patrons. Valyi-Hax will provide a summary of what transpired in the last Strategic Planning Committee meeting for review and input by Fortuna, Meloeny and Miller by next Monday. Valyi-Hax will then send expectations to various companies with a required response date of January 25th for review by the committee on January 29th. The intent is to try and move forward fast enough with these focus groups to be able to gain insight for the budget development in the March/April time frame. Fortuna moved and Miller supported motion to have the director engage potential strategic planning facilitators in order to obtain proposals for assistance not to exceed \$10,000. MOTION WITHDRAWN						

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IX	<p>Directors Report Cont.</p> <p>1. Department Reports Cont.</p> <p> Adult Services Cont.</p> <p> Children's Services</p> <p> Kezar Branch</p>	<p>Outreach services saw 13 home-bound patrons being provided reading materials. The library also continued with its faxing and proctoring as well. This month saw 17 faxes and 1 exam proctored.</p> <p>Their cooperation with Macomb Family Services and their Literacy Playgroups finished out the year with 3 sessions and 66 participants.</p> <p>Their Lego Club had 23 participants. Their Pokemon trading day had 16 participants.</p> <p>They held a children's version of the YA Live Clue. They took the board game and recreated the board in the meeting room in a larger version with taping off portions of the room. Children had to move through the rooms by leaping, taking baby steps, taking giant steps, skipping and other forms of physical movement. Six participants had fun.</p> <p>Their first holiday cooperation with the Romeo Area Kiwanis included a Santa Mailbox. Children wrote letters to Santa and the Kiwanis answered the letters, returned the original to the parents and had the return letters to the children sent through Christmas, Michigan. They had 24 children participate.</p> <p>They held their all-day holiday craft and had 50 little crafters come through the room.</p> <p>In December, Chuck hosted Kezar's most successful program at Kezar. On Tuesday, December 11th, 190 people attended the Family Holiday program collaboratively held at the Library and at the Congregational church. Students from the Little Lambs preschool sang, and various community members gave readings in the sanctuary. The participants and guests then came across the street to the library and enjoyed cookies and milk and visits with Santa and Mrs. Claus. They are proud of the program and are looking forward to putting on another family holiday program next year.</p> <p>Their door count was up from both last month and last year, and they have been noticing many new names on material holds.</p> <p>Staff has been working on cleaning up the shelves in order to make room for the materials that will be purchased with the Friend's generous donation. This includes moving lesser-used materials to storage where they will still be available for checkout but allows newer materials to take center stage.</p> <p>They are looking forward to a program on Thursday, January 31st, called Making Family Health History a Tradition. This program will address using your family history to access health factors and risks for yourself and future generations.</p>						

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Director's Report Cont. 1. Department Reports Cont. Technical Services 2. Special Report From Kezar Library							
<p>Upcoming Monday Film Club movie showings are "To Rome With Love" on January 21st and "Two-Lane Blacktop" on February 21st. They will be showing "Looper" on Saturday, January 5th at 12:00 P.M. and 3:00 P.M. and "Cloud Atlas" on Saturday, February 9th at 12:00 P.M. and 3:00 P.M. An e-book help class has been scheduled on January 10th from 7:00 P.M. to 9:00 P.M. to help patrons who bought and received eReaders over the holidays.</p> <p>Stacie Guzzo updated the board regarding key activities and programs at Kezar. In December, they hosted a Family Holiday program with approximately 190 attendees. The program allowed them to collaborate with Little Lambs preschool, the Congregational Church and various other members of the community. Chuck Schacht developed and implemented this program.</p> <p>The staff at Kezar are working on making room for the books that will be purchased from the generous donation of the Friends. They have been evaluating the Romance collection in order to make more room as well.</p> <p>On Thursday, January 31st, Kezar will be hosting a program entitled, Making Family Health History a Tradition. This program combines genealogy and family health history and will teach how to use your family health information to asses risks and contributing factors to current and future health issues. The presentation is being conducted by the Michigan Department of Community Health.</p> <p>Storytimes will be on hold until Chuck returns from his medical leave.</p> <p>Stacie thanked Rob and Kim Wing for putting lights and decorations on the tree and thanked the Friends for the lovely birdbath given in memory of Evva Schuster.</p>							
X	Old Business 1. Presentation by Audio Sentry						
<p>Mike Romano from Audio Sentry presented the board with an overview of their company. He was accompanied by Fred Moses, Senior Service Technician. Mr. Romano reviewed in detail the current security systems installed at both Graubner and Kezar libraries. He then gave his recommendation on how to best accommodate RDL's request to install panic buttons at both library locations. The current system is 12 years old, and the manufacturer is out of production making it difficult to service. The control panels at both libraries are maxed out for any additional add-ons. Mr. Romano recommended that we replace our current system with a new hybrid system. There would be a two week lead time to begin with a 3 to 4 day installation.</p>							

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X	Old Business Cont. 1. Presentation by Audio Sentry	Fortuna moved and Beauvais supported motion to upgrade the security system to the new proposed hybrid system for the amount not to exceed \$3,000 per building. MOTION CARRIED	Support	Aye	Motion	Aye	Aye	Aye
XI	New Business 1. Amend 2012-2013 Budget	Revisions from the Administration and approved by the Finance Committee at its December meeting had been included in the board packet. Fortuna moved and Beauvais supported motion to approve the 2012-2013 budget amendments as proposed and recommended by the Finance Committee. MOTION CARRIED	Support	Aye	Motion	Aye	Aye	Aye
XII	Public Participation	None						
XIII	Adjournment	At 8:33 P.M., Miller moved and Fortuna supported motion to adjourn. MOTION CARRIED	Aye	Aye	Support	Aye	Aye	Motion