

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
April 10, 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 7:00 P.M. Members Present: Beauvais, Collins, Fortuna, Lenaway, Miller Members Absent: Meloeny Staff Present: Boerman, Schultz, Valyi-Hax						
II	Pledge of Allegiance								
III	Introductions		Michelle Boerman was introduced as the Romeo District Library Business Manager replacing Jillynn Keppler.						
IV	Approval of the Agenda		Miller moved and Beauvais supported motion to approve the agenda of the regular board meeting of April 10, 2013. MOTION CARRIED	Support	Aye	Aye	Aye	Absent	Motion
V	Approval of the Minutes		Lenaway moved and Miller supported motion to approve the minutes of the March 13, 2013 regular board meeting. MOTION CARRIED	Aye	Aye	Aye	Motion	Absent	Support
VI	Financial Issues and Reports								
	1. Report By The Director And Business Manager Concerning Library Finances		An updated open items report, check register and summary of disbursements was passed out. Valyi-Hax made a correction to the Summary of Disbursements indicating the amount shown on the first line under the heading of "Amount": change 85,862.99 to 59,165.60. Valyi-Hax also stated that there will be another budget amendment at the June board meeting to insure everything is updated prior to the end of the fiscal year.						
	2. Approval of Vouchers		Beauvais moved and Lenaway supported motion to approve vouchers in the amount of \$137,904.19. MOTION CARRIED	Motion	Aye	Aye	Support	Absent	Aye
	3. Approval of Receipts		Miller moved and Beauvais supported motion to approve receipts in the amount of \$857,016.53. MOTION CARRIED	Support	Aye	Aye	Aye	Absent	Motion
VII	Report of the Board President								
	1. Committee Reviews: Reports		Finance Committee: Meeting scheduled for April 29, 2013. Strategic Planning Committee: Valyi-Hax stated that she is in the middle of attending the focus group meetings. While attendance at these meetings is less than what was hoped for, the discussions have been in depth and detail oriented. People are interested in serving on the actual Strategic Planning Committee once it has been pulled together. There are more meetings this week and next week as well. Staff focus group meetings will start next week.						

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VIII	Report From Friends of the Library	No report this month. Valyi-Hax stated that the Friends will be having a book sale the last two weeks in May. Valyi-Hax also reminded everyone of the need for new board members and volunteers on the various Friends committees.								
IX	Director's Report	<p>I. Valyi-Hax closed the Graubner Library on Tuesday, April 2 at 5pm. The library was without electricity because two electric poles were knocked down. The library did not regain electricity until some time on the morning of April 4.</p> <p>II. The staff in-service with Warren Graham, library security expert, on April 3 was very successful. He outlined guidelines for an effective security plan, ways to approach a patron when staff have to say "no," evaluating ourselves so that we know we aren't contributing to any problems, and the four emotional levels of patrons in a library. He also took time to emphasize the importance of role-playing to get used to potential security events, and then he answered questions from the staff. Warren is an engaging speaker, and Valyi-Hax is always happy to recommend him.</p> <p>III. Valyi-Hax has eight focus groups scheduled for Strategic Planning this month for the public, and five focus groups scheduled with staff members.</p> <p>IV. On April 16 or 17, all department heads and Valyi-Hax will be attending a workshop offered by Fred Pryor Seminars titled The Ultimate Supervisor. Valyi-Hax attended workshops by this company in the past, and have found them to be practical and loaded with good tips.</p> <p>V. On April 24, Heather VanFleet and Valyi-Hax will be at the Romeo High School's Career Day to represent librarianship as a career choice to the high school students.</p> <p>VI. On April 26, Valyi-Hax will be attending the annual MLA Director's Summit, a meeting of library directors, to discuss hot issues regarding the future of Michigan libraries. Lt. Governor Brian Calley will be presenting Michigan's "Good Government" initiative and the role libraries can play in reinventing our government to provide service that will support prosperity for Michigan's residents and businesses.</p> <p>VII. The Romeo District Library is participating with other SLC libraries to purchase yard signs for this year's summer reading program. Participants will get a sign that reads "A library champion lives here!" with our library's name across the bottom. An example (with Sterling Heights' name) on the bottom was included in the board packet.</p>								

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IX	<p>Director's Report Cont.</p> <p>1. Department Reports</p> <p> Adult Services</p>						
	<p> Children's Services</p>						

It was a busy month in Adult Services for all the librarians. Two exams were proctored, online questions were answered, 18 faxes were sent for patrons, and eight outreach visits were made. The Adult staff also helped patrons when the public copier was not working.

The book groups moderated by Kathy had a good month. The Tuesday Bookgroup met and 9 of the members discussed "The Art of Racing in the Rain" by Garth Stein. The Make Mine Murder group saw an increase in members with 5 people participating in a discussion of "Road to Nowhere" by Jim Fusilli.

Other programs included Soup, a cooking program by Fran Salvatore of Pamela's Catering that hosted 18 adults (and made the staff happy when leftovers were shared.)

Glen's program, Jason Abbott, comedian, had 66 participants of all ages. He had a large and happy crowd for his performance.

The Angry Birds program, organized by Heather, had 30 participants that made use of the ingenious and budget-conscious setup.

The bluegrass band Shadgrass, organized by Kathy, had 90 people in attendance. The patrons expressed their delight at the band's performance.

To celebrate the 12th anniversary of Graubner's opening, they had a Happy Birthday Graubner program. Children were able to come into the library, go to the children's desk and pick out an age appropriate book and receive a happy birthday @ your library bag. 100 children participated.

Two local private preschools came by the children's room for a storytime and tour. They had a visit from Cross of Glory and one from Grace Lutheran. A total of 34 people became acquainted with the library.

They held a spring craft this month and 50 children stopped by to get creative.

Their Lego Club met and had 27 engineers creating various items.

Their cooperation with Macomb Family Services and the Literacy Playgroups is still going strong. They had four sessions this month with 117 participants.

They wrapped up their winter storytime session with 13 classes with a total of 121 participants.

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IX	Director's Report Cont. 1. Department Reports Cont. Kezar Branch						
	Technical Services 2. Special Report From Youth Services						

In March, Chuck began lapsit storytimes for ages birth to two. They are working on building up a strong showing at these classes on Mondays at 11:15. The crochet group and the "Great Books" book group continue to have good participation.

The program "The New Health Care Law and What it Means for You" was attended by 19 participants. There was good discussion and considered very educational. There is information at Kezar Library on the new health care law for those that are interested.

This month they will be continuing with the lapsit storytimes, which run until the middle of May. Chuck is planning programs and storytimes for the upcoming summer reading program. They will also be hosting a program by Sacred Spaces, a local organization that does educational programs on gravestone and cemetery restoration. Sacred Spaces will be at the Kezar Library on Thursday, April 25 at 6:00 and will be speaking about Victorian funerary customs and iconography of Victorian graves and cemeteries.

On April 8, Stacie will be starting an online continuing education class on genealogy. This will be to learn new resources that are available and how to better serve our patrons with genealogy questions. Additionally, Stacie will be planning some new genealogy programs in order to share what she has learned.

The two movie showings in March were well attended with a total of 20 attendees. Tech services is currently cleaning up the library's catalog. They are also working on a new system to eliminate video game thievery.

Their big program this month was to celebrate the 12th anniversary of Graubner's opening. They had a Happy Birthday Graubner program. Children were able to come into the library, go to the children's desk and pick out an age appropriate book and receive a happy birthday @ your library bag. 100 children participated. In January, the other libraries in the coop agreed to send Michelle their bags and with the books she had and some donated by Scholastic, she was able to come up with 78 bags and 100 books. Some people wanted books and not bags and some wanted bags and not books.

They held a spring craft this month and 50 children stopped by. They run their crafts all day and it allows children to stop by anytime from 11:00 - 4:00 and make a craft or take home a carryout.

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X	Old Business 1. Display Monitor for Upcoming Events	As a compromise, Valyi-Hax had William set up a monitor displaying upcoming events to the right of the circulation desk using a monitor and computer that we already had. Circulation staff have reported that the monitor does catch patrons' eyes.						
XI	New Business 1. Self-Check Machine	<p>Included in the board packet were several options for a self-check machine at the library.</p> <p>In June, 2012, Valyi-Hax noted that we would pursue purchasing a self-check machine for Graubner at the end of fiscal year. There is sometimes a line, and she felt that this would be a way to help tech-savvy patrons take care of their checkout needs if they prefer this option.</p> <p>One machine is by the 3M Company. 3M is the company that manufactures our current security system (gates and checkout pads). Other libraries that use it report that it is sturdy, reliable, and works seamlessly with the current setup.</p> <p>The other machines are sold by Bayscan, a reputable company. While other libraries report that the self-check machine (i-CIRC LS-004T) works, Valyi-Hax has some concerns that it might not be as sturdy and functional as the 3M model as well as not working seamlessly with our current setup. The LIB-4050 model is brand-new, and Valyi-Hax is not in favor of going with a new model, even at a lower price.</p> <p>Valyi-Hax suggested that the library purchase the 3M 8422 R. The combined cost for the first year will be \$9,948 for the machine plus \$5,725 for the media unlocking device for a total of \$15,673. A new unlocking device will be available in about a month for \$4,200, reducing the total cost to \$14,148. Service contract fees are waived for the first year, and will be \$1,544 in the future.</p> <p>To compare, the Bayscan would cost \$8,550 for the machine, plus \$300 for installation, plus \$2,750 for the media unlocking device, plus \$1,245 for the annual service contract for a total of \$12,845.</p> <p>Rather than purchase a self-check machine this fiscal year, the board recommended adding the purchase in the 2013-2014 fiscal year.</p>						
XII	Public Participation	David Matt, Washington Twp. patron, spoke to what he referred to as a complete debacle at the Angry Birds program on March 23. Based on the information on the flyer that the program was geared towards 4-6th graders yet open to all ages, his wife brought his 3 1/2 year old son. He also previously spoke to Librarian, Heather VanFleet, who stated that while activities were geared towards older kids, he could bring his son and play it by ear. When they arrived at the library, his son was not allowed to attend the program. He felt it was a shocking lack of judgment to alienate these kids this way. He went on to say that it was handled grossly inappropriately.						

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XII Public Participation Cont.	Valyi-Hax apologized on behalf of the library for their negative experience. There could have been miscommunication amongst the staff. It was not intended to alienate anyone. She encourages patrons to e-mail or phone her when these things happen so she can offer solutions.						
XIII Adjournment	At 7:58 P.M., Miller moved and Beauvais supported motion to adjourn. MOTION CARRIED	Support	Aye	Aye	Aye	Absent	Motion