

**Romeo District Library Board Meeting  
Graubner Library 7:00pm  
July 10, 2013**

**APPROVED MINUTES**

			VOTE					
			Vice President	Trustee	Trustee	Trustee	Treasurer	President
	Agenda Item	Motion /Discussion	Beauvais	Detkowski	Fortuna	Grandstaff	Meloeny	Miller
<b>I</b>	<b>Call to Order</b>	Meeting called to order at 7:00 P.M. Present: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Absent: None Staff Members Present: Boerman, Schultz, Valyi-Hax						
<b>II</b>	<b>Pledge of Allegiance</b>							
<b>III</b>	<b>Introductions</b>	None						
<b>IV</b>	<b>Approval of the Agenda</b>	Beauvais moved and Meloeny supported motion to approve the agenda of the regular board meeting of July 10, 2013. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Support	Aye
<b>V</b>	<b>Approval of the Minutes</b>	Meloeny moved and Beauvais supported motion to approve the minutes of the June 12, 2013 regular board meeting...” <b>MOTION CARRIED</b>	Support	Aye	Aye	Aye	Motion	Aye
<b>VI</b>	<b>Financial Issues and Reports</b>							
	1. Report by the Director Concerning Library Finances	Updated open items report, check and payroll register, and summary of disbursements were passed out. Valyi-Hax explained to the two new members why updated reports are given out at each meeting.  Detkowski asked what criteria was used to make the decision to order new computers and what are the features and benefits. Valyi-Hax explained that the decision is made by the Suburban Library Cooperative. She stated that she would give an overview of the services provided by the SLC in the next board meeting.						
	2. Approval of Vouchers	Beauvais moved and Meloeny supported motion to approve vouchers in the amount of \$158,279.06 <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Support	Aye
	3. Approval of Receipts	Grandstaff moved and Beauvais supported motion to approve receipts in the amount of \$4,003.20. <b>MOTION CARRIED</b>	Support	Aye	Aye	Motion	Aye	Aye
<b>VII</b>	<b>Report of the President</b>							
	1. Introduction of Full Board	Miller introduced the two new board members, Dan Detkowski representing Washington Twp., and Bill Grandstaff representing the Village of Romeo. They are replacing Lenaway and Collins respectively. Each current board member then introduced and gave a brief bio to the two new members.						

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<b>VII</b>	<b>Report of the President Cont.</b>							
	1. Introduction of Full Board Cont.	Lenaway, who attended the meeting as a public participant, read aloud a prepared message thanking all those individuals that she had worked with over her time as secretary on the board. She stated that while she is disappointed that her time on the library board has come to an end, she is looking forward to becoming a member of Friends of the Library.						
	2. Committee Reviews/Reports	Strategic Planning Committee: Meloeny gave an overview of meeting held on July 1. He stated they met for approximately three hours and formulated the library's key values and mission statement. The next step is to develop strategies for dialog and approval of the board.  No other committees met last month.						
	3. Advocacy for Friends	Miller passed out the Code of Responsibility to remind board members of their responsibility to act as ambassadors. She reiterated the need to help recruit for Friends of the Library. Miller stated that she is working with Friends on a similar partnership agreement between the library and Friends of the Library. She challenged everyone present to think of at least one individual that they can recruit for Friends to help with their need for members.						
	4. Board Secretary Position	It was agreed to table this discussion until next board meeting.						
	5. Committee Assignments	Miller presented and the board agreed with committee membership as follows:  Finance Committee: Detkowski, Grandstaff, Meloeny Personnel Committee: Beauvais, Fortuna, Miller Policy Committee: Beauvais, Detkowski, Grandstaff Strategic Planning Committee: Fortuna, Meloeny, Miller						
	6. Summer Reading Sign Challenge	Lawn signs promoting the Summer Reading Challenge were given to all board members. They were requested to put one sign on their own lawn and give away four additional signs. There are more signs available at the library.						

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<b>VIII</b>	<b>Report From Friends of the Library</b>	<p>Jean Viviano spoke in behalf of the Friends. She stated they are in the middle of reorganizing as the entire board is stepping down. They are in desperate need of replacing current board members. She thanked the library for putting the need to recruit membership for Friends on our agenda this month. Viviano stated they are working with a lawyer to ensure that the Friends maintain their non-profit status as a 5013c organization.</p> <p>Viviano stated that the book sale was a great success. She stated that everyone liked having it at Graubner. She asked that at future book sale we have more volunteers and young individuals to help move the large quantity of books.</p> <p>Viviano reminded everyone of the upcoming Garden Walk on July 13<sup>th</sup>. Moonflowers Afterglow will be at Starkweather Gallery immediately following the walk.</p> <p>Friends will be having two more book sales on July 20 at Kezar and a children's book sale on July 27 at Graubner.</p> <p>Miller thanked the Friends for the gardens at both Kezar and Graubner. She also recognized the Wing Family for their contribution as well.</p>							
<b>IX</b>	<b>Director's Report</b>	<p>I. Valyi-Hax welcomed the two new Board members: Bill Grandstaff (Romeo) and Dan Detkowski (Washington Township). She looks forward to working with both of them.</p> <p>II. Valyi-Hax will be taking vacation time at the end of July. She will be out of town from July 26-30, returning on July 31.</p> <p>III. On Monday, July 1, the Strategic Planning Committee met. This committee was made up of board, staff, and community members. They are continuing to make good progress, and are contemplating having a meeting on July 22 at 5:00pm.</p>							

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	<b>Director's Report Cont.</b>	<p>IV. On Thursday, June 27, Kim Collins, Elizabeth Miller, and Valyi-Hax met with Donna Folland (representing the Friends of the Library) to discuss goals for the future of the Friends and how the Friends and the Library can work together.</p>						
	1. Department Reports Adult Services	<p>The Summer Reading Program started off with a bang the week of June 17<sup>th</sup>. All departments worked together to promote the Dome Theater. 372 participating patrons expressed great pleasure at the experience of the event.</p> <p>Kathy's book groups each had 8 participants. The Tuesday Group discussed "Luncheon of the Boating Party" and Make Mine Murder discussed Deborah Crombie's "No Mark Upon Her."</p> <p>The Writer's Workshop held on Saturday, June 22<sup>nd</sup> was very well received by those who attended the daylong program. Both patrons and the authors felt they got something from the other participants and one patron remarked that it was "life changing." The funeral planning program presented by Mark Malburg Funeral Home had 7 participants.</p> <p>Heather celebrated all things Superman on June 15<sup>th</sup> giving out comic books, bookmarks, and pins for free. The event saw 17 kids at the reference desk receiving materials with more getting T-shirts and movie tickets from a Marvel comic books representative. Overall, the event was great fun for all ages.</p>						
	Children's Services	<p>Their playgroup had two sessions with 45 participants. Macomb Family Services will return in September to facilitate another school year of playgroups with various themes and educational topics.</p> <p>Their Father's Day craft was fun with the children making shirt/tie cards. They had 36 participants.</p>						



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<p><b>Director's Report Cont.</b> 1. Department Reports Cont.     Technical Services</p> <p>2. Special Report from     Circulation</p>	<p>Technical Services processed 916 items for the Graubner Library and 323 for the Kezar Library in the month of April. The new computers for the public in the Adult Services room at the Graubner Library have been installed and have received a lot of positive comments.</p> <p>Maureen Swanwick, Circulation Manager, gave an overview of recent activities within the circulation department. In February they had an intern, Adam Mueller; spend two weeks in the circulation department. During his time with them, he went through the Circulation Procedures manual as well as the Coop-wide Circulation Procedures and Policy manual, the training manuals for both circulation and pages, and other daily tasks. He organized carts for the pages of items needing to be shelved, and he was given scheduling forms and some scheduling problems to give him an idea of the challenges encountered when scheduling staff.</p> <p>The staff enjoyed the in-service day with Warren Graham, author of Black Belt Librarian. They discussed, among other things, developing awareness of their surroundings and how to approach people.</p> <p>The May book sale went smoothly with some assistance from the circulation staff, but mostly handled by Friends of the Library.</p> <p>Circulation staff at both libraries is currently engaged in collecting money and passing out tickets and maps for the annual Garden Walk.</p> <p>A new option is Right-Click Menus. Newer, younger library assistants have taken to it right away. It is faster and more efficient.</p> <p>Heather has been training the circulation staff on MeLCat. They started with learning how to do renewals. Initially asked for volunteers to begin with and everyone volunteered to learn. They were recently trained on other MeLCat procedures such as printing up notices, pulling holds,</p>								

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	<b>Director's Report Cont.</b> 2. Special Report from Circulation Cont.	processing the holds, checking in returns in both systems, and returning to home library. They learned how to package both coming and going. Everyone received a training manual from Heather. It will be easier once the two systems are able to talk to each other.  Four page interviews were conducted this week. Interview questions have been revised, the training manual updated, and a written test has been added along with the shelving cart test. Maureen found a useful book published a couple of years ago to assist in the page interviews, "Hiring, Training and Supervising Library Shelves" by Patricia Tunstall.						
<b>X</b>	<b>Old Business</b>	None						
<b>XI</b>	<b>New Business</b>	None						
<b>XII</b>	<b>Public Participation</b>	Heather Van Fleet, Adult Librarian, welcomed the new board members. She thanked new board member, Dan Detkowski, for donating art kits for the Summer Reading Program.						
<b>XIII</b>	<b>Adjournment</b>	At 8:23 P.M., Beauvais moved and Grandstaff supported motion to adjourn. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Support	Aye	Aye