

**Romeo District Library Board Meeting  
Graubner Library 7:00pm  
September 11, 2013**

**APPROVED MINUTES**

			VOTE					
Agenda Item		Motion /Discussion	Vice President Beauvais	Trustee Detkowski	Trustee Fortuna	Trustee Grandstaff	Treasurer Meloeny	President 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>	Directly after the Pledge of Allegiance, Miller requested a moment of silence to remember those lost at the 9/11 terrorist attack.						
<b>III</b>	<b>Introductions</b>	None						
<b>IV</b>	<b>Approval of the Agenda</b>	Grandstaff moved and Beauvais supported motion to approve the agenda of the regular board meeting of September 11, 2013. <b>MOTION CARRIED</b>	Support	Aye	Aye	Motion	Aye	Aye
<b>V</b>	<b>Approval of the Minutes</b>	Grandstaff moved and Meloeny supported motion to approve the minutes of the August 14, 2013 regular board meeting. <b>MOTION CARRIED</b>	Aye	Aye	Aye	Motion	Support	Aye
<b>VII</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 stated that the UBS quarterly statement was included in the financial portion of the board packet as requested by the board. Meloeny thanked Boerman for the addition of a percent of budget previous year column to the Budget to Actual report. He went on to question why last year at this time we were at 5.1% for contracted services whereas this year we are at 20%. Boerman stated that there were several items from the previous fiscal year that were not billed and paid for until this year. These items will be addressed with an amendment in the December time frame.						
	2. Approval of Vouchers	Beauvais moved and Meloeny supported motion to approve vouchers in the amount of \$120,027.88. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Support	Aye
	3. Approval of Receipts	Beauvais moved and Grandstaff supported motion to approve receipts in the amount of \$41,106.51. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Support	Aye	Aye

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<b>VII</b>	<p><b>Report of the President</b></p> <p>1. Committee Reviews: Reports</p> <p>2. Advocacy For Friends</p>	<p>Miller asked Grandstaff if he had heard from anyone regarding his new position on the SLC board. Grandstaff responded that there has just been a preliminary conversation. There will be a meeting scheduled in October.</p> <p>Beauvais, Detkowski, Grandstaff and Valyi-Hax attended the Mystery Writer's Program. There were approximately 58 people in attendance. They were all extremely impressed with the work that was put into this program by Kathy Fannon. Kathy is able to obtain information for this program from a Mystery Convention that she attends. She gets to know authors and receive advance reader's copies. Beauvais asked if there could be a Web-X or some type of media for individuals to participate if they are not able to attend in person. Valyi-Hax stated that arrangements had been made to have WBRW tape the program.</p> <p>Miller commented that several individuals have shown interest in serving on the Friends of the Library board. Miller requested that any additional parties that may be interested contact her and she will forward the information directly to the Friends.</p>						
<b>VIII</b>	<b>Report From Friends of the Library</b>	No report this month.						
<b>IX</b>	<b>Director's Report</b>	<p>I. The FOML* Trustee Alliance is hosting a workshop on Friday, October 4, 2013 at the Clinton-Macomb Public Library from 8:30am – 3pm. This looks like a great opportunity for the board members to engage in continuing education and to get to know trustees from other libraries. The workshop agenda was provided as well as a registration form. Valyi-Hax said to let her know if this is something any board member would like to do. The library will pay for attendance. Valyi-Hax agreed to sign up Grandstaff and Miller. Valyi-Hax stated that RDL usually offers some type of annual education event for board members. She asked if this workshop would fulfill that requirement. Miller stated yes.</p> <p>*Friends of Michigan Libraries</p>						

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IX	Agenda Item	Motion /Discussion					
IX	<b>Director's Report Cont.</b>	<p>II. Valyi-Hax will be taking some vacation time in September. She will be out of town from Saturday, September 14 – Saturday, September 21.</p> <p>III. This month, Valyi-Hax attended a Chamber of Commerce event and had lunch with Gretchen Monette, director of Samaritan House.</p> <p>IV. The audit process is winding down with some final reports. Valyi-Hax stated that Pam Hill is expected to make her presentation at the October 9 board meeting.</p> <p>Pam Hill would like the Finance Committee to have a pre-meeting and review the draft. Detkowski is not able to attend. Miller stated that the entire committee should be present to review and asked if another time would be available. Valyi-Hax agreed to check with Pam Hill to see what times might be available.</p> <p>V. At the August board meeting, Valyi-Hax was asked about lost books. RDL will issue a refund for up to six months after a patron finds a book that was previously marked lost. The patron is charged overdue fines, but will be refunded the replacement price of the book. Note that this is for Romeo District Library. Other libraries have different policies, and if a Romeo patron loses a book from another library, the other library's rules take effect.</p> <p>Detkowski stated that he felt six months for a lost book refund was excessive. Valyi-Hax stated that there are really just a handful of these type cases. Having four or so last month was unusual.</p> <p>VI. Valyi-Hax contacted the library law attorney about the issue regarding committee meetings. A response letter dated September 6 was passed out. Miller stated that her interpretation of what the letter states is that committees comprise three board members. If a fourth member shows up at a committee meeting that he is not a member of, he is allowed to stay at the meeting as an observer only and not participate. Most members, but not all, agreed with her summary.</p>					

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<b>IX</b>	<b>Director's Report Cont.</b>	<p>Meloeny commented that he felt it would be a good idea for RDL to participate in the Express SOS program that offers services such as driver's license renewal, license plate tabs, etc. Valyi-Hax stated that all libraries, including RDL, are participants of this program. Patrons are not actually receiving Secretary of State services. This program provides assistance to those patrons using the Secretary of State on-line services.</p>					
	1. Department Reports Adult Services	<p>The Summer Reading Program wound down this month with Teens and Adults finishing very respectably.</p> <p>Programs this month:            The Tuesday Book Group on August 13 had 10 patrons attending.            The "Make Mine Murder" Book Group on August 17 had 3 attendees.            The Adult Ice Cream Social &amp; Grand Prize Drawing had 20 attendees.            Finally, the Red Cross Blood Drive held on August 15 was also a success with the help of 28 donors, exceeding the original goal of 24 donors.            The department handled 25 fax requests, proctored six exams, answered eight online reference questions, and sixteen instances of patron outreach.</p> <p>Each of the adult librarians has been busy brainstorming and coming up with new programming ideas. Many of these events have already been locked in place for the up-in-coming calendar year.</p>					
	Children's Services	<p>They had their final Thrilling Thursday on August 1<sup>st</sup>. They had 27 children. Their summer reading club closing program was Science Wonders. It was an interesting program showing children and their families that ordinary things around the house can be used in science experiments. They had 58 participants.</p> <p>Their Pokemon traders met and had 35 young traders participate.</p> <p>They held a Last Blast week long program during the week of August 19<sup>th</sup>. They had a week long scavenger hunt where the children looked for Perry, a popular character from a children's television show known for its human children exploring the science world while their pet platypus works</p>					

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<b>IX</b>	<p><b>Director's Report Cont.</b></p> <p>1. Department Reports Cont. Children's Services Cont.</p> <p>Technical Services</p> <p>2. Special Report from Kezar Branch</p>	<p>undercover for a government agency. "Where's Perry?" is a constant theme on the show. Their scavenger hunt was called Where's Perry and had 62 children searching the stacks. They also had:</p> <ul style="list-style-type: none"> <li>• Superhero storytime – 7 participants</li> <li>• Superhero films and crafts day – 6 participants</li> <li>• Show-us-your-superhero-costume (weeklong for rulers) – 30 participants</li> </ul> <p>They had a craft table at the Peach Festival for the Kids Fest. There were 112 crafts made.</p> <p>Technical services processed 699 items for the Graubner Library and 472 items for the Kezar Library in the month of August. There is a scheduled Films@RDL showing of the "Iron Man" trilogy on Saturday, September 28<sup>th</sup>.</p> <p>The staff at Kezar have been finished moving collections around in order to make room for the many new materials that the Friends of the Library have generously donated the funds for. Tech Services staff had done a fantastic job on getting these materials processed and sent to Kezar, and they are grateful for their expediency. The Friends have been recognized for their donation on their Facebook page and in the display at Kezar. Additionally, staff will be posting on the website as soon as all materials are in.</p> <p>This month, Kezar will be hosting Dianna Stampfler from PromoteMichigan.com. Dianna will be speaking about Postcards from Michigan's Past. This program is the first in a series of three and will be held on Thursday, September 26 at 6:00 pm. This program, along with the subsequent two programs, has also been generously sponsored by the Friends of the Library.</p>						

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IX	Director's Report Cont. 2. Special Report from Kezar Branch	<p>The Friends have begun taking donations again at Kezar. Also, Cliff Hill, a gentleman who has been working since retirement to help preserve and bring awareness to the Sanilac Petroglyphs has depicted the uncovering the glyphs in the fire of 1881. The painting is on display for the next month at Kezar.</p> <p>Lapsit storytime will begin on September 23 at 11:15 am and will run through Monday, November 18. Chuck has been continuing to do storytimes at Croswell and will begin doing storytimes at Nature's Child, the new preschool that will soon be opening at the Congregational Church.</p>									
X	Old Business 1. Self-Check Machines  2. Approval of Bid to Replace Emergency Lighting	<p>The 3M Self-Check machine has been ordered. The cost of the machine, which was ordered through Midwest Collaborative for Library Services, will be \$14,267. There will be an additional charge for shipping that will be under \$400.</p> <p>Provided in the board packet were two corrected bids. As theorized, the wording of "replace or repair" came from Ben's RFP. The updated bids include new phrasing. Detkowski commented that three companies quoted 13 battery packs whereas Michigan Quality Electric quoted 14. The board agreed that this was probably a typographical error. Valyi-Hax stated that Facilities Manager, Ben Pollock, was not available for this meeting. He will be at the October board meeting should anyone have additional questions. The board felt that the clarification provided is sufficient.</p> <p>Grandstaff moved and Meloeny supported motion to accept Jerry and Son's Electric bid for \$12,400.</p> <p>Roll Call: Ayes: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Nays" None <b>MOTION CARRIED</b></p>									
Vice President	Trustee	Trustee	Trustee	Treasurer	President	Beauvais	Detkowski	Fortuna	Grandstaff	Meloeny	Miller
						Aye	Aye	Aye	Aye	Aye	Aye

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<b>X</b>	<b>Old Business Cont.</b>								
	3. MERS	<p>Last month there was a discussion regarding MERS and getting money appropriated. Valyi-Hax has signed an amendment to her contract for release of liability and has turned it into the library's attorney. Miller questioned when the appropriation of funds into employee accounts would be complete. Valyi-Hax stated all that is necessary is for her to fill out the appropriate forms. Valyi-Hax stated that all funds will be distributed to everyone's accounts by the end of September.</p>							
	4. Employee Handbook	<p>Miller requested an update to the Employee Handbook as it was last talked about in March of this year. Valyi-Hax stated that she and Malcolm have had several conversations regarding this issue. She will begin the process of working on this for the end of September or the beginning of October. Valyi-Hax agreed to put this item on the October agenda under old business.</p> <p>Meloeny requested an update on Strategic Planning. Valyi-Hax stated that they have completed the tag line, mission statement, library values, summary of big ideas, and SWOT analysis. She will assemble these documents into a final product and will work with the staff to establish goals to use in getting strategic planning accomplished. Valyi-Hax stated that she will provide this by the December board meeting for a vote. She will provide updates prior to that in October and November. Meloeny requested that the Strategic Sub-Committee meet in October or November for review to insure it represents what they feel the board should be voting on. Valyi-Hax agreed to set up the meeting.</p>							

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	<b>New Business</b>							
	1. Presentation by Chris deBear Library Design Associates	<p>The library has budgeted this fiscal year for a couple of building improvements, such as new carpeting for Graubner and new chairs for the adult services and youth services desks. Library Design Associates has been working with libraries for over 30 years, and the employees understand the needs and concerns of libraries. Valyi-Hax invited Chris (who has worked with RDL in the past) to present ways their company can help us as well as answer any questions the board may have on the process.</p> <p>Chris deBear presented the board with an overview of the type of work Library Design Associates has done in the past with libraries throughout Michigan. He passed out listings of design and planning clients as well as carpeting, book moving and shelving relocation projects that Library Design has successfully completed in the past. He discussed the advantages of hiring a contractor to co-mingle ideas versus hiring independent contractors. His goal would be to provide the board with a proposal outlining the service that can provide regarding layout and installation.</p>						
	2. Facility Manager Reports	The board indicated that they would like to see a report from the facilities manager regarding inspections, what needs repair, potential problems, etc. They would like to see a summary report similar to that provided by the other library departments. Valyi-Hax stated it will be included as part of the board packet along with the other department reports.						
	3. Director Review Process	In the past, the board filled out a questionnaire. The director also fills out one out. The answers were consolidated and the board president sat down with the director and conducted the review. Miller stated that Valyi-Hax's contract expires November 30 <sup>th</sup> . Meloeny stated that the process that has been previously used provided good input and worked well. The board agreed to continue with the process used in the past. The questionnaire should go out to board members by the end of the month.						



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<b>XII</b>	<b>Public Participation</b>	None						
<b>XIII</b>	<b>Adjournment</b>	At 8:35 pm, Meloeny moved and Grandstaff supported motion to adjourn. <b>MOTION CARRIED</b>	Aye	Aye	Aye	Support	Motion	Aye