

**Romeo District Library Board Meeting
Graubner Library 7:00pm
November 13, 2013**

APPROVED MINUTES

			VOTE					
Agenda Item		Motion /Discussion	Vice President Beauvais	Trustee Detkowski	Trustee Fortuna	Trustee Grandstaff	Treasurer Meloeny	President Miller
I	Call to Order	Meeting called to order at 7:06 P.M. Present: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Absent: None Staff Members Present: Boerman, Schultz Miller addressed all present and apologized for the misunderstanding surrounding the e-mail sent instructing board members not to speak to staff during the interview process.						
II	Pledge of Allegiance							
III	Introductions	Each board member gave a brief bio of themselves.						
IV	Approval of the Agenda	Meloeny moved and Grandstaff supported motion to approve the agenda of the regular board meeting of November 13, 2013 with the following revision: Under Old Business, add item 5, Liability Insurance Renewal. MOTION CARRIED	Aye	Aye	Aye	Support	Motion	Aye
V	Approval of the Minutes	Beauvais moved and Fortuna supported motion to approve the minutes of the October 9, 2013 regular board meeting. MOTION CARRIED Grandstaff moved and Fortuna supported motion to approve the minutes of the October 23, 2013 special board meeting. MOTION CARRIED Meloeny moved and Grandstaff supported motion to approve the minutes of the October 30, 2013 special board meeting. MOTION CARRIED	Motion	Aye	Support	Aye	Aye	Aye
VI	Financial Issues and Reports 1. Report by the Director Concerning Library Finances 2. Approval of Vouchers	Updated open items report, check and payroll register, and summary of disbursements were passed out. There were no questions or comments. Fortuna moved and Beauvais supported motion to approve vouchers in the amount of \$115,837.11. MOTION CARRIED	Support	Aye	Motion	Aye	Aye	Aye

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	Agenda Item	Motion /Discussion	Beauvais	Detkowski	Fortuna	Grandstaff	Meloeny	Miller
VI	Financial Issues and Reports 3. Approval of Receipts	Detkowski moved and Grandstaff supported motion to approve receipts in the amount of \$4,179.40. MOTION CARRIED	Aye	Motion	Aye	Support	Aye	Aye
VII	Report of the President 1. Committee Reports a. Bill Grandstaff, Suburban Library Cooperative b. Finance Committee Requests	Grandstaff gave an overview of his first meeting with the SLC as the representative for the Romeo District Library. There was a welcome dinner. He received a lot of information as a new member. It meets every month. Meloeny stated that the meeting he intended to schedule with UBS, for the sake of the new members, will be postponed for now. Meloeny took a survey published in Library Journal. RDL came out below the national average for debt and expenditures.						
VIII	Report From Friends of the Library	Jean Viviano thanked everyone for sending names of potential candidates for their board. Friends of the Library now have a proposal for a new board. Viviano did not publish names as she wanted to review with the Friends current board prior to sharing with the public. As a new board, they will be doing a membership drive. This will be their main focus other than the garden walk and book sales. They have a Christmas basket auction this month.						
IX	Director's Report 1. Interim Director's Assessment 2. Special Report From Technical Services	Included in the board packet was an assessment of where the library stands today written by Martha Custer on November 8, 2013. William Blevins gave an overview of circulation statistics covering the past ten years.						

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X	<p>Old Business</p> <p>1. Interim Director Position</p> <p>a. Status from Labor Counsel Malcolm Brown</p>	<p>Malcolm Brown, Elizabeth Miller, Bill Laird, William Blevins and Kathy Fannon met on Tuesday, November 20 at 2:00. The union agreed to the proposal of allowing a staff member, should they be appointed as Interim Director, return to the previous union position once a permanent director has been assigned unless the removal resulted for misconduct.</p> <p>Kathy Fannon, Librarian and Chairman for Unit 62, read aloud the following management proposal.</p> <p>“The library staff and management believe that they are capable of maintaining library services to the community without the need for an Interim Director.</p> <p>The library staff and management have in the past maintained services without interruption in absence of a director, and therefore; will be able to do so for the foreseeable future, until a permanent director is hired. Hiring an internal Interim Director will strain union solidarity even if the person hired was able to stay in the union. There is also concern regarding the hired person’s return to their previous position.</p> <p>Managers can report to the board at monthly meetings concerning issues that may arise within their departments and for additional monetary requests for such things as repairs or new services. The staff is more than willing and capable to explain the rationale or causes for such requests and will do so as needed. Problems that may arise would be minimized with the help of the Administrative Assistant and Business Manager. If managers and staff are unable to reach a solution to any issues that may arise, a member or the management or professional staff will contact the board.</p> <p>This solution also allows for a significant savings in tax payer dollars and portrays a positive image of the library and of its board to the community. Additionally, this solution allows the board to exhibit faith in the professionalism of the staff and allows the staff to work together, allowing a strengthening of board and staff relations and an increase in staff morale and unity.”</p>						

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X	Old Business Cont.							
	1. Interim Director Position	<p>Comments and concerns surrounded the board having too much involvement, who would handle grievances and disciplinary matters, and the fact that it usually takes longer in the public sector than initially anticipated to find an appropriate candidate for Director. The board would expect the Interim Director to work on things such as improving circulation, finalization of the strategic plan and the employee handbook.</p> <p>Meloeny moved and Fortuna supported motion that the board accepts candidates from within the library as well as outside the library who would be reviewed by the personnel committee and appropriately recommended to the board for the Interim Director/ Director position. The job description for the position of Interim Director has been amended to eliminate the requirement for the candidate to have four years of management experience. The following has been added to the job description of both the Interim Director and Director: Represents the library with labor council in negotiating contracts, handling grievances and in handling other issues with the two UAW bargaining units at the library.</p> <p>ROLL CALL VOTE: Ayes: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Nays: None MOTION CARRIED</p>						
	a. Status from Labor Counsel Malcolm Brown							
	b. Impact to Budget Presented by Bus. Mgr.	<p>Boerman stated that there is no impact to budget as a result of the previous director's resignation and the on-going interview process.</p> <p>Meloeny moved and Beauvais supported motion to appoint Michelle Boerman as the point person for the library until such time the board establishes or hires an interim or permanent director. Boerman's duties will be to manage the issues that arise and/or bring such issues to the board when necessary. Library staff will continue to be responsible for and to lead their section as they deem necessary to the benefit of our library and patrons. To perform the new duties, Boerman is authorized to work up to 12 additional hours per week unless amended by future action of the board.</p> <p>ROLL CALL VOTE: Ayes: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Nays: None MOTION CARRIED</p>	Aye	Aye	Aye	Aye	Aye	
			Aye	Aye	Aye	Aye	Aye	Aye

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X	Old Business Cont.							
	2. Employee Handbook	Boerman will update with approved edits and distribute to all board members.						
	3. Strategic Plan	Previous director provided the board with a draft of the strategic plan. Further development is tabled at this time. Miller stated that board members need to read the article included in the board packet regarding the Quality Services Audit Checklist as it goes hand in hand with the finalization of the strategic plan. Meloeny requested the library staff to review the draft and make sure it includes everything and bring additional ideas forward.						
	4. Self-Check Machine	The 3M Self-Check System was installed on October 28. The staff was trained for one week and once they were comfortable with the system, it was put out for public use on November 4. Both staff and patrons have had nothing but positive feedback. Patrons are pleased with the option of not having to have a due date receipt and being able to renew previously checked out materials.						
	5. Liability Insurance Renewal	The library renewed its annual Directors and Officers and Employment Liability Practices insurance policy in October, 2013. The board requested that this policy be bid to insure its competitiveness. The bid process was completed and the current insurance company, Great American, agreed to meet the low bid and reduced the library's annual premium from \$7,302 to \$5,100. A check will be forthcoming for the \$2,202 savings.						
XI	New Business							
	1. Board Training by Linda Mayer	Board training with RDL library attorney, Linda Mayer, has been scheduled for November 20 at 6:00 P.M. at the Graubner Library. Miller requested that individuals e-mail any questions you would like addressed at the meeting.						
	2. Web Site Transparency	Miller requested that Blevins post the RDL policy manual on the web site. She also requested that a hard copy be stored behind the circulation desk for patron use.						

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XI	New Business Cont. 3. Marketing Committee 4. FOIA Coordinator	Beauvais stated that many of the marketing ideas brought forth by board members have not been acted upon or implemented. She suggested that a Marketing Committee be organized with representation from each of the townships. As a first step, Miller requested that any library staff ideas and suggestions be given to Boerman for consolidation. Miller suggested that Boerman be appointed as the RDL FOIA Coordinator. All board members agreed.						
XII	Public Participation	The issue of having public participation at the end of the agenda right before adjournment rather than at the beginning was discussed. It was brought up that board members attend their respective township meetings and give periodic updates regarding library news.						
XIII	Adjournment	At 9:25 pm, Detkowski moved and Beauvais supported motion to adjourn. MOTION CARRIED	Support	Motion	Aye	Aye	Aye	Aye