

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

APPROVED MINUTES

			VOTE					
			Vice President	Trustee	Trustee	Trustee	Treasurer	President
	Agenda Item	Motion /Discussion	Beauvais	Detkowski	Fortuna	Grandstaff	Meloeny	Miller
I	Call to Order	Meeting called to order at 7:00 P.M. Present: Beauvais, Fortuna, Grandstaff, Meloeny, Miller Absent: Detkowski Staff Members Present: Boerman, Schultz, Sickles						
II	Pledge of Allegiance							
III	Introductions	None						
IV	Approval of the Agenda	Meloeny moved and Beauvais supported motion to approve the agenda of the regular board meeting of December 11, 2013. MOTION CARRIED	Support	Absent	Aye	Aye	Motion	Aye
V	Approval of the Minutes	Grandstaff moved and Fortuna supported motion to approve the minutes of the November 9, 2013 special board meeting, November 13, 2013, regular board meeting, and November 20, 2013 special board meeting. MOTION CARRIED	Aye	Absent	Support	Motion	Aye	Aye
VI	Financial Issues and Reports 1. Report by the Director Concerning Library Finances	Updated open items report, check register, and summary of disbursements were passed out. There were no questions or comments.						
	2. Approval of Vouchers	Meloeny moved and Grandstaff supported motion to approve vouchers in the amount of \$51,005.77. MOTION CARRIED	Aye	Absent	Aye	Support	Motion	Aye
VI	Financial Issues and Reports 3. Approval of Receipts	Beauvais moved and Meloeny supported motion to approve receipts in the amount of \$4,464.19. MOTION CARRIED	Motion	Absent	Aye	Aye	Support	Aye
VII	Report of the President 1. Committee Reports a. Bill Grandstaff, Suburban Library Cooperative	Grandstaff attended the SLC meeting on November 21. He stated that on-line magazines are now available to patrons at RDL.						

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VII	Report of the President Cont. 1. Committee Reports Cont. b. Finance Committee Requests	<p>Meloeny stated that our current health care policy is up for renewal at the end of this year. Boerman obtained quotes for 2014. While there is an increase due to the American Health Care Act, it is recommended that we renew with Priority Health.</p> <p>Meloeny moved and Grandstaff supported motion to approve continuation of the current plan with Priority Health Care and renew for 2014 for one year. MOTION CARRIED</p> <p>Meloeny stated that the UAW contract needs to be revised by no longer having any reference to Priority Health but rather a generic reference to a Health Care Provider. This change should also be made for the dental and vision references as well.</p>	Aye	Absent	Aye	Support	Motion	Aye
VIII	Report From Friends of the Library	<p>Jean Viviano stated that Friends of the Library will have their next meeting on December 17 at 6:00 P.M. They will have election of their new officers. They will be posting notices of their meetings to allow more public attendance. The book store is being reorganized. They will be having a book sale in April, 2014.</p>						
IX	Director's Report 1. Usage Statistics 2. Replacement for MichiCard Status	<p>Circulation and door counts are down as compared to 2009-2010 when there was an increase in usage. Sickles stated this is most likely due to a decline in revenues and economy as Michigan lost population. Sickles stated that we need to look at how libraries are being used and how people access information in order to determine what we need to do differently.</p> <p>Sickles stated that the MichiCard has been eliminated. The replacement is MILibraryCard. RDL needs to make a decision by January 15, 2014 if we intend to participate. This card will be handled by the SLC versus the MLA. There is no cost to participate in this program. The board agreed that RDL should participate, and Sickles agreed to sign and mail the form to the SLC.</p>						

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IX	<p>Director's Report Cont.</p> <p>3. State Aid Application</p> <p>4. Department Highlights/ Staff News</p>	<p>Sickles stated that the State Aid application is underway and should be mailed out next week.</p> <p>Sickles commented that the board immediately begins the process of searching for a permanent director. The board agreed to obtain at least three quotes from search firms. The Personnel Committee will review all previous documentation for initial recommendation at the next board meeting as to how to proceed with the search process.</p> <p>Sickles gave highlights of department reports that were included in the board packet. She stated that Graubner will be purchasing a new defibrillator. There is not currently a defibrillator at Kezar. The board agreed that a defibrillator should be purchased for Kezar as well.</p>						
X	<p>Old Business</p> <p>1. Employee Handbook</p> <p>2. Strategic Plan</p> <p>3. Marketing Committee</p>	<p>Meloeny stated that there is a conflict in the Employee Handbook versus what is stated in the Policy Manual. The Employee Handbook states that if someone is terminated, health care benefits will cease at the end of month of termination. The Policy Manual states that health care benefits cease the day of termination. Priority Health stated that health care ceases the day of termination. The Personnel Committee will address this issue and make a recommendation to the board. Boerman will take up any remaining issues with the Employee Handbook directly with the Personnel Committee.</p> <p>Sickles passed out copies of the Orion Township 2011 Annual Report and the 2010-2013 Strategic Plan. She suggested the board take a look at these documents for potential suggestions to assist in finalizing the RDL Strategic Plan.</p> <p>Beauvais suggested that a Marketing Sub-Committee be established. Sickles stated that the board should be more policy oriented. Sickles agreed to organize staff members for a potential internal marketing group that will generate a marketing update to be included in the board packet every month. It was agreed to have marketing as an agenda item under Old Business for each board meeting.</p>						

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X	Old Business Cont. 4. Web Transparency	It was agreed to update the Policy Manual and post on the RDL web site. The board meeting calendar will also be updated to include meeting dates for 2014.						
XI	New Business 1. RDL Road Signage 2. Future Library Funding	Meloeny stated that he would like to explore the possibility of a rolling digital sign in front of building that would sit on top of the existing sign to promote programs at the library. Meloeny moved and Fortuna supported motion to gather preliminary cost along with zoning restrictions to install a lit, rolling digital sign in front of building. MOTION CARRIED Washington Township has stated that they intend to hold up future tax dollars owed RDL if they do not approve the library's budget. Sickles stated that Miller should contact the RDL attorney for a legal opinion in order to be properly prepared. Miller will report results of discussion at the January board meeting.	Aye	Absent	Support	Aye	Motion	Aye
XII	Public Participation	None						
XIII	Adjournment	At 9:13 pm, Beauvais moved and Fortuna supported motion to adjourn. MOTION CARRIED	Motion	Absent	Support	Aye	Aye	Aye