

**Romeo District Library Board Meeting
Graubner Library 7:00pm
January 8, 2014**

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, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Staff Members Present: Boerman, Schultz, Sickles						
II	Pledge of Allegiance							
III	Introductions	None						
IV	Approval of the Agenda	Beauvais moved and Meloeny supported motion to approve the agenda of the regular board meeting of January 8, 2014. MOTION CARRIED	Motion	Aye	Aye	Aye	Support	Aye
V	Approval of the Minutes	Meloeny moved and Grandstaff supported motion to approve the minutes of the December 11, 2013 regular board meeting with the following revision: On page one, Item VII, change to read from "Grandstaff attended the SLC meeting on December 2" to "Grandstaff attended the SLC meeting on November 21." MOTION CARRIED	Aye	Aye	Aye	Support	Motion	Aye
VI	Financial Issues and Reports 1. Report by Business Mgr. Concerning Library Finances 2. Approval of Vouchers	Updated open items report, check register, and summary of disbursements were passed out. It was agreed to have the utilities included in the automatic debits. Beauvais moved and Meloeny supported motion to approve vouchers in the amount of \$54,081.77. MOTION CARRIED Beauvais moved and Meloeny supported motion to approve receipts in the amount of \$17,103.55. MOTION CARRIED	Motion	Aye	Aye	Aye	Support	Aye
			Motion	Absent	Aye	Aye	Support	Aye
VII	Report of the President 1. Committee Reports a. Bill Grandstaff, SLC b. Personnel Committee	Grandstaff gave a recap of the SLC meeting he attended on December 19. The Personnel Committee met today at 6:00 P.M. This item will be discussed under Old Business.						
VIII	Report From Friends of the Library	Friends of the Library were not represented at this meeting. Miller stated that all of the proposed officers have been voted in. Jean Viviano has decided to stay on as President.						

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IX	Director's Report							
	1. Board Policies/Web Transparency	Sickles suggested that the policy committee review the by-laws and bring them up to date to match current procedures in the agenda order and filling in of responsibilities of board officers.						
	2. Budget	Sickles stated that she will be making recommendations to the financial committee for budget amendments to cover increases for marketing, carpet replacement, seating in adult area and certain staff areas, and more energy efficient lighting. Sickles would like to reinstate a department head for adult and teen services. She encouraged memberships for the librarians in ALS/PLA. She also suggested that board members join the Michigan Trustee Alliance.						
	3. State Aid	The state aid application has been submitted on line and will be signed and mailed on Monday. Distribution of the first payment should be in early spring.						
	4. Strategic Plan	Sickles would like to conduct a survey among users and non-library users on a random sampling system. This survey could be costly and usually entails hiring a research firm to do the assessment.						
	5. Marketing, Marketing Committee	Sickles feels that creating a marketing plan is a strong component of developing a strategic plan. She is working with the department heads to establish a marketing committee to look at suggestions made by staff and develop an implementation schedule.						
	6. Road Signage	Sickles stated that the facilities manager is pursuing the necessary requirements to improve the entrance sign to include a digital message marquee.						
	7. Dept. Highlights/Staff News	Sickles gave highlights of department reports that were included in the board packet.						

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X	Old Business							
	1. Employee Handbook	The personnel committee met today and corrected errors and updated wording to the Employee Handbook. No policies were changed. The Personnel Committee moves that the Employee Handbook's latest revision be approved pending a final review from the attorney. MOTION CARRIED	Aye	Aye	Aye	Aye	Aye	Aye
	2. Director Search	The Personnel Committee moves to obtain the services of an executive search firm to assist the board in hiring a new director at a cost not to exceed \$12,000. Roll Call: Ayes: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Nays: None MOTION CARRIED	Aye	Aye	Aye	Aye	Aye	Aye
XI	New Business							
	1. Executive Session to Discuss Written Legal Counsel	At 8:32 P.M., Grandstaff moved and Beauvais supported motion to go into closed session to receive and consider material exempt from discussion or disclosure by state or federal statute, specifically a confidential legal opinion from the Library's General Counsel exempt from disclosure as an attorney-client privileged communication. Roll Call: Ayes: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Nays: None MOTION CARRIED At 9:32 P.M., Meloeny moved and Grandstaff supported motion to adjourn closed session. MOTION CARRIED At 9:33 P.M., Meloeny moved and Beauvais supported motion to reconvene the regular board meeting. MOTION CARRIED	Support	Aye	Aye	Motion	Aye	Aye
			Aye	Aye	Aye	Support	Motion	Aye
			Support	Aye	Aye	Aye	Motion	Aye
XI	Public Participation	None						
XII	Adjournment	At 9:35 P.M., Meloeny moved and Grandstaff supported motion to adjourn. MOTION CARRIED	Aye	Aye	Aye	Support	Motion	Aye