

**Romeo District Library Board Meeting
Graubner Library 7:00pm
November 12, 2014**

APPROVED MINUTES

			VOTE						
			Vice President	Secretary	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, McNaughton							
II	Pledge of Allegiance								
III	Introductions	None							
IV	Approval of the Agenda	Grandstaff moved and Meloeny supported motion to approve the agenda of the regular board meeting of November 12, 2014 with the following revision: Under XII, New Business, add item "Policies and Procedures: Bidding Process." MOTION CARRIED	Aye	Aye	Aye	Motion	Support	Aye	
V	Approval of the Minutes	Beauvais moved and Detkowski supported motion to approve the minutes of the October 8, 2014 regular board meeting. MOTION CARRIED	Motion	Support	Aye	Aye	Aye	Aye	
VI	Public Participation	None							
VII	Financial Issues and Reports	Updated open items report, check register, and summary of disbursements were passed out.							
	1. Approval of Vouchers	Beauvais moved and Grandstaff supported motion to approve vouchers in the amount of \$115,306.77. MOTION CARRIED	Motion	Aye	Aye	Support	Aye	Aye	
	3. Approval of Receipts	Beauvais moved and Grandstaff supported motion to approve receipts in the amount of \$4,398.23. MOTION CARRIED	Motion	Aye	Aye	Support	Aye	Aye	

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VIII	Report of the President 1. Committee Reports Bill Grandstaff, SLC Personnel Committee Finance Committee	Grandstaff gave overview of SLC meeting held on October 9. Copy of minutes was included in board packet. Grandstaff stated that the SLC will soon contract Freegal as the new music venue. Once contract is signed, it will be posted on the library's web site. It will be a part of the RDL 24/7 once the new web site is launched. Will be covered under item #3 under New Business. Will be covered under item #1 under Old Business and item #2 under New Business.						
IX	Report From Friends of the Library	Jean Viviano stated that they will have a Mystery Book Sale on Saturday, November 15 at the Kezar Library from 10:00 am to 1:30 pm. Beginning December 13, Friends will be selling books at the Graubner Library. Viviano stated that they are looking at Romeo High School for volunteers to help with the book store. Viviano presented McNaughton with a gift basket for his new daughter from the library board and the Friends of the Library.						
X	Director's Report	McNaughton gave an overview of items in the director's report that was included in the board packet.						
XI	Old Business 1. Employee Health Insurance Renewal & Union Contracts	Meloeny made a motion on behalf of the Finance Committee to approve the renewal of Priority Health as the health care provider for the library staff. MOTION CARRIED Current health care policies expire on January 1, 2015. McNaughton stated that the library has the obligation to absorb the cost for the higher deductible and co-pays due to the stipulated amounts outlined in the union contracts. Detkowski stated that Obama Care set the limits and the library has no obligation to pay the increase. McNaughton replied that the union contract states specifically the amount each employee will pay. McNaughton agreed to investigate the legalities of the higher costs and report back at the next board meeting.	Aye	Aye	Aye	Aye	Motion	Aye

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	Agenda Item	Motion /Discussion						
XII	New Business							
	1. Policies and Procedures: Bidding Process	McNaughton stated that the library has not been adhering to the policy mandating that purchases over \$5,000 require sealed bids to be opened at a public meeting. He will see to it that going forward, this policy is enforced. The library has been adhering to the policy requiring that purchases of \$500-\$2,999 have written summary of competitive quotes. These purchases require director approval. Purchases of \$3,000-\$4,999 require written competitive quotes approved by the Finance Committee. The Finance Committee has the authority to waive this requirement. McNaughton stated that he will continue with written competitive quotes and required summary, however, it will not be submitted to the board and only kept for in-house records.						
	2. Set Meeting With Finance Committee to Address Heating System at Kezar	RDL Facilities Manager is putting together the details for repairing versus replacing the heating system at the Kezar Library. McNaughton stated that once this summary has been completed, a Finance Committee meeting will be set up to review. It will then be presented at the next board meeting.						
	3. Set Meeting with Personnel Committee for Director Six Month Review	A Personnel Committee meeting needs to be set up to discuss the forms to be used in the director's six month review. The forms will be finalized and evaluations will be handed out at the next board meeting. The director's review will then be held early January, 2015.						
	4. Budget: Contracted Services/ Attorney Fees	Linda Mayer, Adkison, Need, Allen, P.L.L.C, stated that litigation costs from the onset of Washington Township filing suit against Romeo District Library are \$27,954.65. This amount does not include attorney fees incurred during the month of October.						
	5. Closed Session	Beauvais moved and Meloeny supported motion to take a five minute break and then enter into closed session to discuss the pending litigation in the matter of Charter Township of Washington v. Romeo District Library, Macomb County Circuit Court Case No. 2014-002585-CZ. MOTION CARRIED	Motion	Aye	Aye	Aye	Support	Aye

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New Business Cont. 5. Closed Session Cont.	At 9:16 P.M., Beauvais moved and Meloeny supported motion to resume the open meeting of the regularly scheduled board meeting. MOTION CARRIED	Motion	Aye	Aye	Aye	Support	Aye	
	Beauvais moved and Fortuna supported motion to appoint Miller and Meloeny to attend the early disposition conference on November 19, 2014, at 9:00 A.M. MOTION CARRIED	Motion	Aye	Support	Aye	Aye	Aye	
XIII Public Participation	None							
XIV Adjournment	At 9:18 P.M., Beauvais moved and Grandstaff supported motion to adjourn. MOTION CARRIED	Motion	Aye	Aye	Support	Aye	Aye	