

**Romeo District Library Board Meeting
Graubner Library 6:00pm
April 8, 2015**

APPROVED MINUTES

			VOTE					
			Vice President	Secretary	Trustee	Trustee	Treasurer	President
Agenda Item	Motion /Discussion							
I	Call to Order	Beauvais	Detkowski	Fortuna	Grandstaff	Meloeny	Miller	
	Meeting called to order at 6:30 P.M. Board Present: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Staff Members Present: McNaughton, Schultz							
II	Pledge of Allegiance							
III	Introductions							
IV	Approval of the Agenda	Aye	Aye	Aye	Motion	Support	Aye	
	Grandstaff moved and Meloeny supported motion to approve the agenda as amended of the regular board meeting of April 8, 2015. MOTION CARRIED							
V	Approval of the Minutes							
	Grandstaff moved and Beauvais supported motion to approve the minutes of the March 11, 2015 regular board meeting. Detkowski requested that all individuals that participated in the closed session meeting be added to the minutes. ROLL CALL: Ayes: Grandstaff, Meloeny, Miller Nays: Beauvais, Detkowski, Fortuna MOTION FAILED	Nay	Nay	Nay	Aye	Aye	Aye	
	Detkowski stated that it is required that all those participating in closed session should be so indicated in the minutes for disclosure to the public. Fortuna moved and Detkowski supported motion to approve the minutes of the March 11, 2015 regular board meeting with the following revision: Under XII, New Business, Item 1. Closed Session, include the following: "Individuals participating in closed session: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller, McNaughton and attorney, Hans Rentrop." ROLL CALL: Ayes: Beauvais, Detkowski, Fortuna, Meloeny Nays: Grandstaff, Miller MOTION CARRIED	Nay	Aye	Aye	Nay	Aye	Aye	

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VI	Public Participation	None						
VII	Financial Issues and Reports	Updated open items report and check register were passed out.						
	1. Approval of Vouchers/ Receipts	Detkowski moved and Beauvais supported motion to approve vouchers in the amount of \$82,721.04 and receipts in the amount of \$519,370.56. MOTION CARRIED	Support	Motion	Aye	Aye	Aye	
VIII	Report of the President							
	1. Committee Reports							
	Bill Grandstaff, SLC	Grandstaff gave a brief overview of the SLC meeting where he acted as Vice Chair.						
	Personnel Committee	Will be discussed under New Business, Item #1.						
	Finance Committee	Will be discussed under New Business, Items #2 and #3.						
IX	Report From Friends of the Library	No report this month.						
X	Director's Report	McNaughton requested permission to waive the bid process for snow removal (R. White Services), landscaping, (R. White Services) and janitorial (Ideal Janitorial Services). These companies have provided excellent service and have agreed to hold pricing. Beauvais moved and Grandstaff supported motion to waive the bid process and renew the contracts for the snow removal, landscaping and janitorial services. MOTION WITHDRAWN Renewal of the contracts will be reviewed by the Finance Committee for a recommendation at the next board meeting. It was agreed to continue the current policy of having the circulation desk call and announce board members prior to walking into the back of the building and visiting with an RDL staff member.						

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XI	Old Business							
	1. Director Benchmarks	McNaughton stated that there will be no changes to the benchmarks that were included in the board packet with the exception of eliminating the implementation of customer service training for the time being.						
	a) Overview/Update							
	b) QSAC Qualifications							
	i. Board Self Evaluation	Miller suggested that all board members fill out the Board of Trustees Self Assessment for their own personal benefit. The QSAC application requires all board members fill out the Library Board of Trustees Board Assessment. Completed forms are to be emailed to Miller who will summarize responses for review at the next board meeting.						
	ii. Public Relations	Meloeny suggested that the board take a look at whether or not anything can be done to enhance communication with the public. It was agreed that this should be addressed at a sub-committee level.						
	iii. Board Training	Miller gave an overview on United for Libraries membership benefits.						
		Miller moved and Detkowski supported motion to purchase the United for Libraries membership at a pro-rated cost of \$32.08 which will expire in October, 2015. In addition, purchase the Short Takes for Trustees at the reduced annual rate of \$69.00.	Aye	Support	Aye	Aye	Aye	Motion
		ROLL CALL: Ayes: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Nays: None MOTION CARRIED						
XII	New Business							
	1. Personnel Committee Meeting	Miller stated a Personnel Committee meeting will be scheduled. A list of various types of reviews will be completed for discussion at the next board meeting.						
	To Discuss Details/Process Of Director's annual review							
	2. Kezar DVD Shelving Unit	McNaughton requested approval to waive the bid process for new DVD shelving at the Kezar Library and award directly to Library Design.						

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XII	Agenda Item	Motion /Discussion						
	New Business Cont. 2. Kezar DVD Shelving Unit Cont.	Beauvais moved and Grandstaff supported motion to approve a new Kezar DVD shelving unit as included in the board packet proposal from Library Design in the amount of \$5,689.76. ROLL CALL: Ayes: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Nays: None MOTION CARRIED McNaughton requested approval to waive the bid process for replacement chairs and award to Library Design. This would allow for new chairs to match existing chairs as well. The cost of the chairs is an approved line item in the budget. Meloeny moved and Beauvais supported motion to approve the purchase of (20) replacement chairs from Library Design in the amount of \$7,482.00. ROLL CALL: Ayes: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Nays: None MOTION CARRIED	Motion	Aye	Aye	Support	Aye	Aye
	3. Library Trustee Duties and Responsibilities	Tabled until next board meeting.	Support	Aye	Aye	Aye	Motion	Aye
XIII	Closed Session	Individuals participating in closed session: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller, McNaughton, and attorney Craig Schwartz. At 8:10 P.M., Detkowski moved and Grandstaff supported motion to enter into closed session to discuss employee contract renewals. ROLL CALL: Ayes: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Nays: None MOTION CARRIED	Aye	Motion	Aye	Support	Aye	Aye

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Agenda Item		Motion /Discussion	Vice President Beauvais	Secretary Detkowski	Trustee Fortuna	Trustee Grandstaff	Treasurer Meloeny	President Miller
XIII	Closed Session Cont.	At 9:47 P.M., Meloeny moved and Fortuna supported motion to adjourn closed session and resume the open meeting of the regularly scheduled board meeting. MOTION CARRIED	Aye	Aye	Support	Aye	Motion	Aye
XIII	Public Participation	None						
XIV	Adjournment	At 9:48 P.M., Miller moved and Beauvais supported motion to adjourn. MOTION CARRIED	Support	Aye	Aye	Aye	Aye	Motion