

**Romeo District Library Board Meeting  
Graubner Library 6:30 P.M.  
January 13, 2016**

**APPROVED MINUTES**

			VOTE					
Agenda Item		Motion /Discussion	Vice President Beauvais	Trustee Detkowski	Secretary Grandstaff	Trustee Kopp	Treasurer Meloeny	President Miller
<b>I</b>	<b>Call to Order</b>	Meeting called to order at 6:30 P.M. Board Present: Beauvais, Detkowski, Grandstaff, Kopp, Meloeny, Miller Staff Present: Boerman, McNaughton, Schultz						
<b>II</b>	<b>Pledge of Allegiance</b>							
<b>III</b>	<b>Introductions</b>	None						
<b>IV</b>	<b>Approval of the Agenda</b>	Grandstaff moved and Meloeny supported motion to approve the agenda of the regular board meeting of January 13, 2016 with the following change: Move Item IX, Report From The Friends, to immediately following XI, Monthly Policy Review. Move Item XII, #2, Financial Policy, to Item XIII, New Business, #9, and revise Motion to Enter Into Closed Session to #10. <b>MOTION CARRIED</b>	Aye	Aye	Motion	Aye	Support	Aye
<b>V</b>	<b>Approval of the Minutes</b>	Grandstaff moved and Detkowski supported motion to approve the minutes of the December 9, 2015 regular board meeting with the following change: Under Item I, Call To Order, add Detkowski to Board Present. <b>MOTION CARRIED</b>	Aye	Support	Motion	Aye	Aye	Aye
<b>VI</b>	<b>Public Participation</b>	None						
<b>VII</b>	<b>Financial Issues and Reports</b>	Updated open items report and check register were passed out.						
	1-2. Approval of Vouchers/ Receipts	Beauvais moved and Kopp supported motion to approve vouchers in the amount of \$99,824.78 and receipts in the amount of \$83,293.67. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Aye	Aye
<b>VIII</b>	<b>Report of the President</b>							
	1. Trustee Reports/Comments	Board members commented on the past month's meetings and activities. Miller requested that the February board meeting be changed from February 10 <sup>th</sup> to February 16 <sup>th</sup> . All board members agreed to the date change.						
	2. Trustee Training: Short Takes for Trustees	Video on Strategic Planning was shown.						

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	Agenda Item	Motion /Discussion						
<b>IX</b>	<b>Report From Friends of the Library</b>	Moved to Old Business immediately following Monthly Policy Review.						
<b>X</b>	<b>Director's Report</b> 1. Children's Librarian  2. Kezar Branch Manager	Children's Librarian, Deborah Motley, introduced herself to the board and gave a vision of future enhancements expected to be implemented to the department.  Kezar Branch Manager, Stacie Guzzo, gave an update on the acquisition of materials from the Romeo Observer and its impact on the future of the Kezar Branch as it becomes more focused on history and genealogy.						
<b>XI</b>	<b>Monthly Policy Review</b>	Policy For Review: Access for Children and Young Adults to Nonprint Materials. No changes to this policy are being recommended at this time. Meloeny would like to see a date in the footer of the policy stating when the committee last reviewed. McNaughton agreed to do so.						
<b>XII</b>	<b>Old Business</b> 1. Trustees/Directors Workshop	The workshop is scheduled for Saturday, January 23, 2016. Kopp questioned whether or not formal training was necessary as discussion items could be covered via phone or email. He also questioned how the invitation to attend was extended to the Suburban Library Cooperative and where the funds were coming from to pay for refreshments. Miller stated that it has always been the practice to include the SLC in training opportunities. She reminded board members that the training was agreed to in a previous board meeting as were the funds. Miller requested that items/questions for discussion be submitted to her by Monday, January 18 <sup>th</sup> .  Meloeny moved and Beauvais supported motion to approved monies for refreshments for the Trustee/Director Workshop to be held on January 23, 2016, using funds from the continuing education account not to exceed \$100.  Roll Call: Ayes: Beauvais, Grandstaff, Meloeny, Miller Nays: Detkowski, Kopp <b>MOTION CARRIED</b>	Support	Nay	Aye	Nay	Motion	Aye

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<b>XII</b>	<b>Old Business Cont.</b>							
	2. Financial Policy	Moved to New Business, Item #9						
<b>XIII</b>	<b>New Business</b>							
	1. American Disabilities Act	Detkowski moved and Grandstaff supported motion to approve the "Compliance With American Disabilities Act Policy." <b>MOTION CARRIED</b>	Aye	Motion	Support	Aye	Aye	Aye
	2. RDL Organization Chart	Beauvais moved and Grandstaff supported motion to approve the Romeo District Library organization chart with the following change: Under Branch Manager, change the title Librarian to Public Service Librarian. <b>MOTION CARRIED</b>	Motion	Aye	Support	Aye	Aye	Aye
	3. Finance Committee Meeting	The next finance committee meeting will take place in conjunction with the next monthly board meeting to be held on February 16 <sup>th</sup> .						
	4. Clarification of Code of Responsibility-Board of Trustees	Kopp requested clarification on the Code of Responsibility for Trustees. In particular, he commented that board members are not to engage in the day to day activities of the library. Overall consensus of board members was that they are not interfering and is really not an issue.						
	5. Use of Internet for Board/ Director Communication	Kopp raised the issue of using the internet as a means to communicate information to the other board members and said he would continue to do so under the State Attorney Generals interpretations of the Open Meetings Act (OMA). Based on that same interpretation, it cannot be used to solicit a round-robin voting strategy, which is in violation of the OMA. Miller discussed the concerns and dangers of violating the Open Meetings Act when communicating electronically with disbursement of materials and sharing opinions of such via email. Such communication could be seen as deliberation which is a clear violation of the OMA.						
	6. Budget – Line Item for Board Training	Kopp questioned whether RDL should have a budget line item specific for board member continuing education. It was agreed to continue covering costs for board member education out of the current fund. The budget line item will be changed to include board members in the title.						

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	<b>New Business Cont.</b>							
	7. Collection Selection and Weeding Process	Detkowski inquired about the library's collection development process.						
	8. School System Interface Reading Plan Review	Kopp stated he received clarification of this item during Deb Motley's presentation.						
	9. Financial Policy	Kopp questioned using taxpayer dollars to fund refreshments for upcoming training. Beauvais stated this has been previously discussed with our accountants and found to be totally acceptable to do so.						
	10. Closed Session	At 9:10 P.M. Detkowski moved and Beauvais supported motion to enter into closed session to discuss employee labor contracts. <b>MOTION CARRIED</b>  Roll Call: Ayes: Beauvais, Detkowski, Grandstaff, Kopp, Meloeny, Miller Nays: None  Individuals participating in closed session: Beauvais, Detkowski, Grandstaff, Kopp, Meloeny, Miller and McNaughton  At 9:48 P.M., Detkowski moved and Kopp supported motion to return to the regular board meeting. <b>MOTION CARRIED</b>	Support	Motion	Aye	Aye	Aye	Aye
			Aye	Motion	Aye	Support	Aye	Aye
<b>XIV</b>	<b>Public Participation</b>	None						
<b>XV</b>	<b>Adjournment</b>	At 9:49 P.M., Detkowski moved and Kopp supported motion to adjourn. <b>MOTION CARRIED</b>	Aye	Motion	Aye	Support	Aye	Aye