



## **ROMEO DISTRICT LIBRARY**

*OFFICIAL MINUTES*

### **BOARD OF TRUSTEES**

#### **Romeo District Library Board of Trustees**

#### **Regular Meeting Minutes February 5, 2009**

**Board Members Present:** Julie Yelick-Miller, Anna Reiz, Suzanne Wilson and Michael Pohlod

**Board Member Absent:** Kathy Eubank (with notice)

**Staff Present:** Mary Elizabeth Harper (RDL Director) and Colleen Fabera (Administrative Assistant)

**Others Present:** Susan Brockmann

#### **I. CALL TO ORDER:**

President Yelick-Miller called the meeting to order at 7:45 p.m. A resignation letter from former trustee E. Schuster was read aloud.

#### **II. INTRODUCTIONS**

No introductions were necessary.

#### **III. APPROVAL OF AGENDA:**

Yelick-Miller requested that under IX. Old Business, C. Budget Allocation. be added. Harper requested that under X. New Business, C. Fines for Foods be added. Wilson requested that under III Approval of the Minutes, Closed Session January 8<sup>th</sup> and Regular Meeting January 12 be added. Pohlod motioned, supported by Wilson to approve the agenda as amended. Ayes: All. Nays: None. Motion carried.

#### **IV. Approval of the Minutes**

Reiz motioned, supported by Pohlod, to approve the Regular Meeting Minutes of January 8, 2009. Ayes: All. Nays: None. Motion carried.

Reiz motioned, supported by Pohlod, to approve the Closed Session Meeting Minutes of January 8, 2009. Ayes: All. Nays: None. Motion carried.

One typographical error was noted for correction in the Regular Meeting minutes for January 12, 2009. Reiz motioned, supported by Pohlod, to approve the Regular Meeting Minutes of January 12, 2009 as corrected. Ayes: All. Nays: None. Motion carried.

Reiz motioned, supported by Pohlod, to approve the Closed Session Minutes of January 12, 2009. Ayes: All. Nays: None. Motion carried.

Reiz motioned, supported by Pohlod, to approve the Meeting Minutes of the Finance Committee Meeting of January 26, 2009. Ayes: All. Nays: None. Motion carried.

## **V. Public Participation**

There was no public attendance.

## **VI. Approval of the Financial Report/Investments**

Financial reports and investment information were reviewed. A motion to approve the Financial Report was made by Pohlod, supported by Wilson. Ayes: All. Nays: None. Motion carried.

## **VII. Approval of Bills and Salaries**

Current bills and salary expenses were reviewed. Board members commended Ms. Fabera for identifying an approach that has significantly reduced RDL phone expenses. A motion to approve the payment of bills and salaries was made by Pohlod, supported by Reiz. Ayes: All. Nays: None. Motion carried.

## **VIII. Report of the Director**

In addition to the written report, Harper added the following updates: Macomb County and Troy Libraries are withdrawing from the Suburban Cooperative's automation system; as a result, the cost of the automation fees will increase by \$1,250 per quarter effective October 2009. Harper and the Operations Manager have been researching other automation options that might reduce costs and better serve RDL.

Harper requested and the Board agreed to allow her to solicit bids for development and review of bid specifications for RDL's heating and cooling system for a cost not to exceed \$3,000. Pohlod offered to assist Harper in this process.

Harper outlined changes she is considering implementing regarding adult programming, publicity and marketing, and collections. Discussion ensued.

## **IX. Old Business**

### **a. Director's Six Month Evaluation and b. Union Contract Update**

Harper requested that her performance evaluation be discussed in closed session. In order to discuss the director performance evaluation and the current status of union contract negotiations, Wilson motioned, supported by Reiz, to go in to closed session. A roll call vote was taken: Wilson: Yes, Reiz: Yes, Yelick-Miller: Yes, Pohlod: Yes. Motion carried.

The Board entered closed session at 8:55 p.m.

The Board came out of closed session at 9:21 p.m.

Wilson motioned, supported by Reiz, to come out of closed session. Ayes: All. Nays: None. Motion carried.

Wilson motioned, supported by Reiz, to implement a 2% salary increase for Harper effective immediately in recognition of her satisfactory performance review. A roll call vote was taken: Wilson: Yes, Reiz: Yes, Yelick-Miller: Yes, Pohlod: Yes. Motion carried.

### **c. Approval of Budget Allocation**

Brockmann presented the recommended budget allocations based on the prior Board approved budget of \$2,234,069.00 for the July 1, 2008 through June 30, 2009 operating year. The Board agreed that these distributions would provide more useful and detailed financial reports. Wilson made a motion, supported by Pohlod, to adopt the recommended budget allocations as corrected at the meeting. A roll call vote was taken: Wilson: Yes, Pohlod: Yes, Yelick-Miller: Yes, Reiz: Yes. Motion carried.

## **X. New Business**

### **a. Overdue Fines for New Media**

Wilson motioned, supported by Reiz, to adopt the proposed overdue fines for new media as presented. Ayes: All. Nays: None. Motion carried. Harper indicated that she would assure that patrons using the new media are aware of these fines.

### **b. Change in Open Hours**

This matter was tabled until all Board members are present.



**c. Fines for Food**

Harper requested that the Board approve the interval of Feb. 9<sup>th</sup> – Feb. 15<sup>th</sup> of 2009 as “Food for Fines Week”. Under that program, RDL would waive overdue fines for RDL owned materials in return for a donation of non-perishable foods that will be given to the Samaritan House food bank. Reiz motioned, supported by Wilson, to approve conducting the “Fines for Foods Week” at RDL Feb. 9<sup>th</sup> – Feb. 15<sup>th</sup>. Ayes: All. Nays: None. Motioned Carried.

**XI. Adjournment**

Reiz motioned, supported by Pohlod, to adjourn the meeting. Ayes: All. Nays: None. Motion carried.

Meeting adjourned at 9:32 p.m.



Suzanne Wilson, Secretary



Colleen Fabera  
Recording Secretary