



# ROMEO DISTRICT LIBRARY

OFFICIAL MINUTES

## BOARD OF TRUSTEES

### Romeo District Library Board

#### Regular Meeting Minutes

January 8, 2009

**Board Members Present:** Julie Yelick-Miller, Kathy Eubank, Suzanne Wilson and Anna Reiz

**Board Members Absent:** Evva Schuster

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

**Others Present:** Susan Brockmann, David Keown, Washington Twp. Building Supervisor.

President Yelick-Miller called the meeting to order at 7:30 p.m.

#### INTRODUCTIONS:

The Board welcomed the public in attendance to the meeting and introduced themselves.

#### APPROVAL OF AGENDA:

Wilson requested that "c. Director's six month review" be added under "X. New Business". Eubank motioned to approve the agenda as amended, seconded by Reiz. Ayes: All. Nays: None. Motion carried.

#### APPROVAL OF MINUTES:

Eubank motioned, supported by Yelick-Miller, to approve the minutes of the December 4, 2008 Regular Meeting. Ayes: All. Nays: None. Abstained: Reiz. Motion failed to carry.

Eubank motioned, supported by Yelick-Miller, to approve the minutes of the December 4, 2008 Closed Session Meeting. Ayes: All. Nays: None. Abstained: Reiz. Motion failed to carry.

Reiz motioned, supported by Eubank, to approve the minutes of the December 8, 2008 Special Meeting. Ayes: All. Nays: None. Motion carried.

Reiz motioned, supported by Eubank, to approve the minutes of the December 8, 2008 Closed Session Meeting. Ayes: All. Nays: None. Motion carried.

### **PUBLIC PARTICIPATION:**

There no public participation.

### **FINANCIAL REPORT:**

Susan Brockmann reviewed the December 2008 financial report. Wilson motioned, seconded by Reiz, to authorize Harper to reinvest the American Express Credit Bond upon maturity with counsel from Ed Lynch of Edward Jones and an anticipated maturity date of 7/09. A roll call vote was taken: Wilson: Yes, Reiz: Yes, Yelick-Miller: Yes, Eubank: Yes. Motion carried. Harper agreed to inform the Board's Finance Committee members of the investment vehicle selected.

President Yelick-Miller appointed Anna Reiz to be the interim Treasurer for the RDL Board of Trustees until July 1, 2009 or until a replacement is identified.

### **LIBRARY BILLS AND SALARIES:**

Following review, Reiz motioned, supported by Wilson, to approve the payment of bills. Ayes: All. Nays: None. Motion carried.

### **DIRECTOR'S REPORT:**

In addition to the written report Harper informed the Board that she has received notification from the Michigan Employment Security Commission that the employee who was laid off in November 2008 has filed for unemployment; MESC estimates RDL's cost at about \$4,000. Also, RDL denied a claim for unemployment by a substitute circulation clerk who resigned in mid 2007. A leak in the roof was discovered in the back hallway of the Graubner office area; the Facilities Manager has contained the leak until a roofing professional can address the issue in the morning. An electrician found and fixed a broken wire for the sign at the driveway of Graubner and the flagpole lights are also now functional. Tomorrow the electrician will repair the lighting fixtures for the flagpole.

### **OLD BUSINESS:**

#### **a. Union Contract Updates**

Wilson motioned, seconded by Reiz, to go into closed session at 8:24 p.m. to discuss the status of union contract negotiations. A roll call vote was taken: Wilson: Yes, Reiz: Yes, Yelick-Miller: Yes, Eubank: Yes. Motion carried.

At 9:15 p.m. Wilson motioned, seconded by Reiz, to come out of closed session. Ayes: All. Nays: None. Motion carried.



**b. Ava Center Update, Washington Twp. Supervisor**

David Keown addressed the Board in regards to the proposed Ava Center parking lot access to the rear parking lot of Graubner Library. Mr. Keown stated that the developer has agreed to pay for the cost of joining the two parking lots. Mr. Keown stated that in his opinion joining the two parking lots would be beneficial in regards to security, emergency services and public safety. Due to the fact that two Board members were not present the Board agreed to table the matter until all Board members were available to participate in the decision. Wilson motioned, seconded by Reiz, to table this matter until the March 2009 meeting. A roll call vote was taken: Wilson: Yes, Reiz: Yes, Yelick-Miller: Yes, Eubank: Yes. Motion carried.

**NEW BUSINESS**

**a. 2009 Holiday Closing Schedule**

The following dates have been proposed for the 2009 Holiday Closing Schedule: 1/1/09, 2/16/09, 5/25/09, 7/3/09, 7/4/09, 9/7/09, 11/26/09, 12/24/09, 12/25/09 and 12/31/09. Eubank motioned, seconded by Reiz, to approve the 2009 Holiday Closing Schedule as proposed. Ayes: All. Nays: None. Motion carried.

**b. Director's Six Month Evaluation**

Wilson reminded the Board that during Harper's last evaluation the Board agreed to evaluate Harper's performance again in six months, which is due in February 2009. Wilson asked the Board for suggestions regarding using a different evaluation form. Harper stated that she would obtain several different sample evaluation forms from different Michigan Class V libraries and provide them to the Board for consideration.

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

Meeting adjourned at 9:17 p.m.



Suzanne Wilson, Secretary



Colleen Fabera  
Recording Secretary