

Romeo District Library  
Board of Trustees – Finance Committee Meeting  
July 23, 2009

Meeting Minutes

**Board Members Present:** Julie Yelick-Miller, Kathy Eubank, Michael Pohlod, Elizabeth Miller

**Staff Present:** Mary Elizabeth Harper, RDL Director

President Yelick-Miller called the meeting to order at 8:00 PM to discuss a quote Harper had shared previously from Design Comfort to repair the motor on Graubner's east rooftop unit and replace digital readouts and filters on both rooftop units.

After a brief discussion, Pohlod moved and Miller supported a motion to accept the quote and authorize the work for the price of \$4,070.00. Ayes: All. Nays: None. Motion carried. This action will be reported to the full board at the August meeting.

Harper also reported that the RFP for the the HVAC maintenance bid will appear in the Macomb Daily newspaper on Friday 24 July 2009 as a legal notice and reminded those present that the sealed bids are due by 8:30 PM on Wednesday 5 August 2009 and that the Finance Committee will open them and read the bidder's name and bid price(s) beginning at 7:00 PM that evening. Robert Lipka will be present and Todd Vercruysse (SES) will review the bids, consulting with bidders as needed; summarize the bids; and make a recommendation to the board at the regular meeting on Wednesday 12 August 2009.

Pohlod read the following list of nine items related to RDL finances following a meeting he, Elizabeth Miller, and Director Harper attended with Bruce township accounting staff Susan Brockmann and Dana Jenuwine.

FINANCE MEETING JULY 23, 2009

1. CLOSING CHECKING ACCOUNT WITH FIRST THIRD BANK AND COMBINE WITH EDWARD JONES. THIS WOULD ELIMINATE MANUAL CHECKS AND REDUCE ADDITIONAL CHECKING RECONCILIATION BY BRUCE TOWNSHIP.
2. CONSIDER COMBINING PAYROLL CHECKING WITH EDWARD JONES IF COSTS OR FEES CAN BE ELIMINATED IN THE FUTURE.
3. HAVING SECOND CHECK RUN EACH MONTH FOR PAYMENTS WHICH WOULD ENTAIL PENALITIES TO THE LIBRARY IF NOT PAID ON TIME.

4. REQUEST BRUCE AND WASHINGTON TOWNSHIP TO WIRE TAX COLLECTION MONIES TO THE LIBRARY INSTEAD OF SENDING CHECKS. (BANK, ROUTING NUMBER AND A/C)
5. DANA TO REVIEW PROCEDURE FOR CASH RECEIPTS WITH Treasurer.
6. I raised a question about insurance premiums for a past director's spouse and Harper is addressing that with Blue Cross. NEED TIMELY REVIEW OF TRIAL BALANCE.
7. ACCOUNTS PAYABLE OR CHECK RUN TO BE REVIEWED BY ME AS IN PAST.
8. I WILL BE REVIEWING CHECK RUNS PRIOR TO MONTHLY BOARD MEETING.
9. Harper TO VERIFY IF ACCOUNTING SERVICES CONTRACT WAS SIGNED BY ROMEO DISTRICT LIBRARY AND TOWNSHIP OF BRUCE.

Meeting adjourned at 8:45 p.m.