

<p>Romeo District Library Regular Meeting</p> <p>Wednesday, August 12, 2009</p> <p>Graubner Branch Meeting Room Van Dyke Washington, Michigan</p> <p>MINUTES</p>	MINUTES
<p>Board President Julie Yelick-Miller called the meeting to order at 7:00pm</p> <p>Members present: Julie Yelick-Miller, Kathleen, Eubank, Stephanie Sochowicz, Elizabeth Miller, Anna Reiz</p> <p>Members absent: Michael Pohlod</p> <p>Employees Present: Library Director Mary Elizabeth Harper</p> <p>Others Present: Dana Jenuwine as recording secretary, Susan Brockmann – Bruce Township Clerk & Accounting Manager for RDL, Todd Vercruysse from Strategic Energy Solutions</p>	CALL TO ORDER
<p>AGENDA: Motion by Reiz support by Sochowicz to approve agenda as amended.</p> <p>Move</p> <p>IX. Old Business</p> <p>a. HVAC updates</p> <p>To follow</p> <p>V. Public Participation</p> <p>Add X. New Business</p> <p>d. MERS Retiree Health Funding Vehicle Uniform Resolution</p> <p>e. Second Check Run</p> <p>f. Library-Community Collaboration</p> <p>AYE: ALL NAY: NONE ABSENT: Pohlod</p>	APPROVAL OF AGENDA
<p>APPROVAL OF MINUTES:</p> <p>Motion by Reiz support by Sochowicz to approve the minutes of July 8th, 2009 Board of Trustees meeting as presented.</p> <p>AYE: ALL NAYS: NONE ABSENT: Pohlod</p>	<p>MOTION CARRIED</p> <p>APPROVAL OF MINUTES</p> <p>JULY 8, 2009 BOARD OF TRUSTEES</p> <p>MOTION CARRIED</p>

<p>Motion by Eubank, support by Miller to approve the minutes of July 23, 2009 Finance Committee meeting as presented.</p> <p>AYE: ALL NAYS: NONE ABSENT: Pohlod</p>	<p>JULY 23, 2009 FINANCE COMMITTEE</p> <p>MOTION CARRIED</p>
<p>Motion by Reiz, support by Miller to approve the minutes of August 5, 2009 Finance Committee meeting as presented.</p> <p>AYE: ALL NAYS: NONE ABSENT: Pohlod</p>	<p>AUGUST 5, 2009 FINANCE COMMITTEE</p> <p>MOTION CARRIED</p>
<p>PUBLIC PARTICIPATION None at this time</p>	<p>PUBLIC PARTICIPATION NONE AT THIS TIME</p>
<p>HVAC UPDATE: At a Finance Committee meeting on August 5, 2009, ten sealed bids were received and opened by the Finance Committee. At the regular board meeting on August 12, 2009, Todd Vercruysse of Strategic Energy Solutions presented to the Board an overview of the HVAC project including the walk through of the system, the bid opening and comments regarding his recommendations to the Board. Much discussion was held including long term vs. short term contracts, price variations, union vs. non-union, abilities, locations and residential vs. commercial experience of contractors. Motion by Miller, support by Sochowicz to enter into a maintenance contract with Heights Heating and Cooling for a period of 3 years at a cost of \$6,310.00 per year and \$18,330.00 total for 3 years.</p> <p>AYE: Miller, Sochowicz, Yelick-Miller NAYS: Eubank, Reiz ABSENT: Pohlod</p>	<p>HVAC UPDATE</p> <p>MOTION CARRIED</p>
<p>FINANCIAL REPORT/INVESTMENTS: Discussion was held regarding out of balance reports, beginning of audit, Edward Jones Report and updated financials after adjusting entries are made. Accounting Manager Susan Brockmann explained to the Board the financials presented are incomplete as the audit has begun and adjusting entries will have an impact. It had been requested by a Board Member to present the incomplete financials. Motion by Reiz, support by Eubank to approve the financial reports as presented.</p> <p>AYE: ALL NAYS: NONE ABSENT: Pohlod</p>	<p>FINANCIAL REPORT</p> <p>MOTION CARRIED</p>

<p>BILLS AND SALARIES: Motion by Reiz, support by Miller to approve the list of bills and salaries as presented.</p> <p>AYE: ALL NAYS: NONE ABSENT: Pohlod</p>	<p>BILLS AND SALARIES</p> <p>MOTION CARRIED</p>
<p>DIRECTORS REPORT: Director Mary Elizabeth Harper presented a written report to the Board prior to the meeting which included: Letters to the Editor of the Romeo Observer regarding foreign film availability both favorable and unfavorable, request for taping of Board of Directors meetings, Graubner rooftop motor repair and digital readout and filter replacement at both branches, hiring of an administrative assistant, letter of support for broadband internet and collaboration with Ann Arbor Hands-on Museum.</p>	
<p>NEW BUSINESS: BRUCE TOWNSHIP ACCOUNTING CONTRACT: There currently is no contract between Bruce Township and Romeo District Library. The cost is \$17,800 per year and this issue was tabled until September meeting.</p> <p>STRATEGIC PLAN: Director Harper presented to the Board this plan which began in 2007 has not been completed. Discussion was held regarding the setting of goals for the Library, Board, and Director, determining direction. Motion by Miller, support by Sochowicz that each person will identify a goal that is a priority for her/him for further discussion at the September meeting.</p> <p>AYE: ALL NAY: NONE ABSENT: Pohlod</p> <p>ADMINISTRATIVE ASSISTANT: Director Harper presented to the Board the requirements for the administrative assistant position posting. It was determined it is a non-union position, 20-24 hours per week, no benefits; and that the Board prefers someone local. Motion by Reiz, support by Miller to advertise for administrative assistant on the website, Romeo Observer and the Library bulletin boards.</p> <p>AYE: ALL NAY: NONE ABSENT: Pohlod</p> <p>RETIREE HEALTH CARE AMENDMENT: Director Harper presented to the Board that there currently is no language defining coverage. Resolved by Reiz, support by Miller to amend Section 2(e) as presented.</p> <p>Amend Section 2(e) of the MERS Retiree Health Funding Vehicle Uniform Resolution , to read as follows: "Eligible employees shall</p>	<p>NEW BUSINESS</p> <p>BRUCE TOWNSHIP ACCOUNTING CONTRACT</p> <p>TABLED UNTIL SEPTEMBER</p> <p>STRATEGIC PLAN</p> <p>Motion Carried</p> <p>ADMINISTRATIVE ASSISTANT POSTING</p> <p>MOTION CARRIED</p> <p>RETIREE HEALTH CARE AMENDMENT</p>

<p>include those employees covered by the Eligible Employer's collective bargaining agreements with UAW Local 412, Units 62 and 91 to the extent that those contracts provide for retiree health benefits, and non-union employees to the extent that the governing Board of the Employer provides for such benefits by Board resolution or contract, and current retirees of the Eligible Employer to the extent the governing board of the Employer provides for such benefits by Board resolution. As of the date of this Resolution, all current employees and retirees of the Eligible Employer who retire at age sixty (60) with fifteen (15) or more years of full-time service are eligible to participate in the retiree medical health care program offered by the Eligible Employer."</p> <p>AYE: ALL NAY: NONE ABSENT: Pohlod</p> <p>SECOND CHECK RUN: Discussion was held regarding processing of an additional check run allowing for payment of contracted services and utilities prior to Board approval. Discussion also included the approval of a Board member prior to the release of checks. Motion by Miller, support by Reiz to approve a second check run to be coordinated with Treasurer Pohlod.</p> <p>AYE: ALL NAY: NONE ABSENT: Pohlod</p> <p>LIBRARY-COMMUNITY CONSORTIUM: Trustee Miller presented to the Board the idea of coordinating a fall reading contest/program with the Fall Festival on October 3rd sponsored by the DDA. Discussion was held regarding interactions between the Library and the community, September being National Library Card month, Labor Day promotion of literacy, prizes for Fall Festival being donated by Rotary, and ways the Board can be more involved. Motion by Reiz, support by Sochowicz to offer a Fall Festival Reading Contest to be coordinated by Trustee Miller and Director Harper.</p> <p>AYE: ALL NAY: NONE ABSENT: Pohlod</p>	<p>RESOLUTION CARRIED</p> <p>SECOND CHECK RUN</p> <p>MOTION CARRIED</p> <p>FALL FESTIVAL READING CONTEST</p> <p>MOTION CARRIED</p>
<p>ADJOURNMENT: Motion by Eubank, support by Miller to adjourn at 9:07pm.</p> <p>AYE: ALL NAYS: NONE ABSENT: Pohlod</p>	<p>ADJOURNMENT</p> <p>MOTION CARRIED</p>

Stephanie Sochowicz
Secretary

Date

Dana Jenuwine, Recording Secretary

Date