

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
December 14, 2011

APPROVED MINUTES

			VOTE					
Agenda Item		Motion/Discussion	Treasurer	President	Trustee	Secretary	Trustee	Vice President
			Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
I	Call to Order	Meeting called to order at 7:00 P.M. Members Present: Beauvais, Collins, Fortuna, Lenaway, Meloeny, Miller Members Absent: None Staff Present: Valyi-Hax, Schultz, Keppler						
II	Pledge of Allegiance							
III	Introductions	Collins introduced and welcomed new director, Kristen Valyi-Hax.						
IV	Approval of the Agenda	Beauvais moved and Fortuna supported motion to approve the agenda of the regular board meeting of December 14, 2011. MOTION CARRIED	Motion	Aye	Support	Aye	Aye	Aye
V	Approval of the Minutes	Fortuna moved and Miller supported motion to approve the minutes of the November 9, 2011 board meeting. MOTION CARRIED	Aye	Aye	Motion	Aye	Aye	Support
VI	Financial Issues and Reports							
	1. Report By The Director And Business Manager Concerning Library Finances, Including Follow-Up on Library Audit	Keppler stated that Bruce Twp. will end their accounting services December 31, 2011. We are moving quickly with the input of data into the new RDL accounting software. Keppler has verified with the State as well as Plante Moran that our new system and setup meets all necessary requirements. Individuals having access to the payroll system will be Valyi-Hax, Keppler and Schultz. Additional features such as time tracking will not be implemented until Spring. Keppler reviewed two letters received from the State of Michigan Department of Treasury regarding concerns about our recent audit. Keppler explained in detail the corrective actions being taken to resolve all issues outlined in both letters. Tomorrow Keppler will e-mail a letter to the State detailing these corrective actions. Keppler gave an overview of the financial statements. She stated that we will not be looking at UBS for any checking or payroll account, explaining advantages of using a local bank for these services.						
	2. Approval of Vouchers	Beauvais moved and Miller supported motion to approve vouchers in the amount of \$162,104.66. MOTION CARRIED	Motion	Aye	Aye	Aye	Aye	Support
	3. Approval of Receipts	Fortuna moved and Beauvais supported motion to approve receipts in the amount of \$6,096.51. MOTION CARRIED	Support	Aye	Motion	Aye	Aye	Aye
	4. Michigan's Health Insurance Claims Assessment Act	Valyi-Hax reviewed a letter received from Delta Dental regarding Michigan's Health Insurance Claims Assessment Act. Effective January 1, 2012, RDL will see a .74 percent tax of billed premiums. The purpose of this tax is to help finance the State's share of Medicaid programs.						

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VII	Report of the Board President 1. Welcome New Library Director 2. Holiday Happenings 3. Trustee Reports/Updates From Municipality Meetings 4. Committee Reviews: Reports, New Assignments	<p>President Collins once again extended a welcome to RDL's new director, Kristen Valyi-Hax. She also thanked Marti Custer for her contributions to Valyi-Hax during her transition.</p> <p>Samaritan House was overwhelmed with the response of the community to the Giving Tree that they put in the RDL lobby. Every gift request on the tree had been filled.</p> <p>Miller attended the Historical Society's Christmas Homes Tour held December 10th in the Village of Romeo. She said it was a huge success. As is the case every year, tickets were completely sold out.</p> <p>Meloeny gave an overview of the a meeting he attended with the Township Supervisor. He intends to continue attending Township meetings as requested by their township giving updates as it pertains to the library.</p> <p>The board will take responsibility for quarterly updates to their respective townships and village.</p> <p>Valyi-Hax requested clarification as to what the board's expectations were regarding her interaction with the townships and the village. Collins stated that she should provide copies of the annual audit and budget to the townships and the village. A personal invitation can be extended to any special programs and activities that she feels may be of interest to them. Valyi-Hax also agreed to send the board meeting minutes to each of the township clerks once approved.</p> <p>Membership to established committees will be as follows:</p> <p>Personnel Committee: Beauvais, Collins, Lenaway Strategic Planning Committee: Fortuna, Meloeny, Miller Finance Committee: Beauvais, Lenaway, Miller Policy Committee: Collins, Fortuna, Meloeny</p>					
VIII	Report From Friends of the Library	<p>Valyi-Hax read aloud an e-mail from Friends representative, Donna Folland. Folland acknowledged RDL's help with their basket section of the auction. She stated that the new web site is beautiful and is excited about working on their section of the web page. The Friends board approved running 5,000 more bookmarks. The Gala fundraiser is January 28, 2012. The Garden Walk is July 14, 2012. She will be setting up a future meeting with Valyi-Hax to see how Friends can best interact and support the library.</p>					
IX	Director's Report	<p>Valyi-Hax stated that it was a pleasure to now be at RDL. She has been given a warm welcome by all. She has talked briefly one on one with each staff member. In order to assist in future strategic planning, she asked three questions of each employee: (1) What is the library doing well? (2) What is the library doing not so well? and (3) What can the library do to help?</p>					

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IX	Agenda Item	Motion/Discussion					
	<p>Director's Report Cont.</p> <p>1. Department Reports</p> <p>Adult Services</p> <p>Children's Services</p> <p>Kezar Branch</p>	<p>November 2nd: Tuesday Book Group discussed <u>Little Book</u> by Seldon Edwards.</p> <p>November 10th: First Michigan Fife and Drum Corps presented a colonial era concert.</p> <p>November 14th: The last Book an Author for Lunch program with Ron Zuccaro and his book <u>Heaven, Iron, and I: The Ron Martinelli Story</u>.</p> <p>November 21st: Colleen Burns, Macomb County Senior Services Dept., spoke to patrons about the county Prescription Drug Plan.</p> <p>There were eight outreach visits made during November.</p> <p>Teens held two Dungeons and Dragon meetings.</p> <p>Heather VanFleet, RDL Librarian, attended Mel Users Day in Causeway Bay, Lansing.</p> <p>In November, computer classes for the fifth grade RDL classrooms were finished. Final weeks of Fall story time semester wrapped up. They had a variety of programs including Lego Club, a holiday craft, a Native American program, a fun activity day and they continue to partner with Macomb Family Services on their literacy play groups.</p> <p>Kezar hosted their regular "Great Books" Book Group. The weekly crochet guild meeting was held. The Kezar Coupon Club has met for two months and is starting to grow. Kezar hosted a two part Love and Logic parenting class.</p> <p>The staff is working on building an obituary file and a vertical file on local history and continues to write a monthly article for the Source on readers advisory. The staff manned a table at the Romeo MRP Ladies Night Out event on November 9th.</p>					
	2. Special Report From Children's Services Dept.	<p>Bethanie Conners, RDL Children's Librarian, gave a detailed overview of current and upcoming programs in the Children's Department. She explained that they work with early childhood centers and elementary schools through grade five.</p> <p><u>Current:</u></p> <p>Each Fall they visit fifth grade classrooms and conduct a class on bibliographic instruction. Find out in advance homework projects. This way they can take them step by step through an assignment so they can learn how to use the library resources.</p> <p>Monthly, Chuck Schacht visits Croswell. He hosts a story time for 13 pre-school classes covering 158 students.</p> <p>In May they take information to schools about summer reading program. They pass out flyers and hang posters in schools.</p> <p>They keep track of assignments throughout the year. This assists in determining new books to order and old ones to weed out.</p>					

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IX		Director's Report Cont. 2. Special Report From Children's Services Dept.	<p><u>Past:</u> Schools conducted "English as a Second Language" summer school. They were attending with books and conducting story times. Due to funding, the school has discontinued this program.</p> <p>Homework alert form was received via fax from school letting librarians know of upcoming homework assignments. Have not seen in a while due to retirement of Jane Chitren who was their main contact into the schools.</p> <p>Children's Services have a different focus as public librarians versus school librarians. Public librarians focus on helping student whereas school librarians focus on school as an institution.</p>						
X		Old Business 1. Parking Lot - Update On Work 2. Policies - Discussion Item 3. HVAC Systems and Contract 4. Health Insurance and PA 152	<p>Work has been completed and signed off by Washington Twp. Carlo Construction has issued the library a three-year warranty bond instead of a two-year warranty bond at the insistence of Washington Township.</p> <p>Fortuna moved and Meloeny supported motion to approve revised policies that were handed out in previous board meeting. MOTION CARRIED</p> <p>Valyi-Hax will check with Custer to get a full understanding of the concerns regarding current HVAC contract.</p> <p>Decision required by December 31, 2011 by law; however, it does not affect RDL union employees until their current contract expires.</p> <p>Motion to approve, per PA 152 Health Insurance Act, an 80/20 responsibility between the Romeo District Library board and the library staff.</p> <p>Roll Call: Ayes: Lenaway, Meloeny, Collins, Miller, Beauvais, Fortuna Nays: None MOTION CARRIED</p>	Aye	Aye	Motion	Aye	Support	Aye
XI		New Business 1. Payroll Account at Huntington Bank	<p>Keppler explained we currently have two accounts at Huntington Bank, payroll and general checking. She stated that this is no longer necessary as we bring payroll accounting in house. She is suggesting that the payroll account be closed and funds merged into one general checking account.</p> <p>Motion by Meloeny and supported by Lenaway to close the Huntington Bank payroll account and merge funds into one general checking account. MOTION CARRIED</p>	Aye	Aye	Aye	Support	Motion	Aye

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XI	New Business Cont. 2. Bank Account at Fifth Third Bank 3. Keys at Library Buildings	<p>Keppler explained the initial intent of this account was to keep grant/donation monies in a separate account. She stated that with the restructuring of the budget, this account is no longer necessary and can be closed. Funds can be merged into the Huntington Bank general checking account.</p> <p>Motion by Fortuna and supported by Beauvais to close the Fifth Third Account and merge funds into the Huntington Bank general checking account. MOTION CARRIED</p> <p>There is not currently a key administration process at RDL and it is uncertain as to how many companies and individuals have access to the library. Valyi-Hax stated that she will re-key the exterior door locks at both Graubner and Kezar libraries as well as the director's office. She will implement a process for the administration of keys to be maintained by the facilities manager.</p>	Support	Aye	Motion	Aye	Aye	Aye
XI	New Business Cont. 4. Director Attends Public Library Association Conference 5. Telephone Contract	<p>Valyi-Hax stated that the 2011/2012 budget allowed for the director to attend the American Library Association annual conference. She stated that it was her intention to attend the Public Library Association instead of the ALA conference as it specifically targets public libraries instead of public, academic, and school libraries. She will be in Philadelphia on March 13 thru March 17, 2012.</p> <p>Valyi-Hax stated that the RDL current phone system contract expired this month. She would prefer to wait to renew the contract until she has had time to discuss further with Blevins, Manager Tech. Services. There may be opportunities to eliminate certain services that are no longer required. RDL is currently on a month to month contract.</p>						
XII	Public Participation	None						
XIII	Adjournment	<p>Miller moved and Lenaway supported motion to adjourn at 8:55 P.M. MOTION CARRIED</p>	Aye	Aye	Aye	Support	Aye	Motion