

Romeo District Library
Board Meeting
Graubner Library 6:00 P.M.
October 12, 2011

APPROVED MINUTES

		VOTE					
		Treasurer	President	Trustee	Secretary	Trustee	Vice President
Agenda Item		Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
I	Call to Order						
	Meeting called to order at 7:03 P.M. Members Present: Beauvais, Collins, Fortuna, Lenaway, Meloeny, Miller Members Absent: None Staff Present: Custer, Schultz						
II	Pledge of Allegiance						
III	Introductions						
	No introductions.						
IV	Approval of the Agenda	Aye	Aye	Aye	Support	Aye	Motion
	Miller moved and Lenaway supported motion to approve the agenda of the Regular Board Meeting of October 12, 2011, with the following change: Under agenda item XI, New Business, delete item number 1, Overview of proposed library website-William Blevins. MOTION CARRIED						
V	Approval of Minutes	Motion	Aye	Aye	Aye	Aye	Support
	Beauvais moved and Miller supported motion to approve the minutes of the September 21, 2011, board meeting. MOTION CARRIED						
	Lenaway moved and Meloeny supported motion to approve the minutes of the September 28, 2011, special board meeting. MOTION CARRIED	Aye	Aye	Aye	Motion	Support	Aye
VI	Financial Issues and Reports 1. Report By The Director & Business Manager Concerning Library Finances						
	Custer stated that going forward, Jillynn Keppler will be responsible for financial reports. Village of Romeo billed Kezar approx. \$1,400 for water last quarter. They are scheduled to re-read meter to verify amount being charged is accurate. Beauvais, Miller, Custer and Keppler met with Plante Moran to review the preliminary results of audit. Audit is not completed because they need additional information on MERS payments. They have requested records going back to 2006. The final audit will indicate a significant number of material weaknesses and lack of internal controls. Around 40 adjusting entries had to be made. Plante Moran indicated that due to inadequate financial practices the audit was much more complicated than they had anticipated and they already have over \$35,000 of audit time invested in the audit. They bid \$7500 for the job, which is the maximum they can charge. Meloeny stated he would like a meeting with MERS in order to better understand the program. Custer stated this will happen once the new director is on board, probably in December. Malcolm Brown, attorney will be present when audit results are presented at the November board meeting. Keppler stated current budget is on track. Will provide graph of prior expenses versus current in the future. She agrees that budget is now well organized. There are a few edits that still need to be made, eg., Directors and Officers insurance is showing up under personnel cost.						

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Agenda Item		Motion/Discussion	Treasurer	President	Trustee	Secretary	Trustee	Vice President
			Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
VI	Financial Issues and Reports Cont.							
	2. Approval of September Vouchers	Miller moved and Beauvais supported motion to approve September vouchers in the amount of \$67,038.11. MOTION CARRIED	Support	Aye	Aye	Aye	Aye	Motion
	Approval of Previous Month Voucher	Beauvais moved and Lenaway supported motion to approve last month's voucher in the amount of \$1,067.10 which had been investigated. MOTION CARRIED	Motion	Aye	Aye	Support	Aye	Aye
	3. Approval of August Receipts	Lenaway moved and Beauvais supported motion to approve September receipts in the amount of \$11,120.42. MOTION CARRIED	Support	Aye	Aye	Motion	Aye	Aye
VII	Report of the Board President	Colins reviewed formal agreement letter received from attorney, Linda Mayer which she will sign on behalf of the library.						
	Policy Committee	Last meeting held was on September 28, 2011. Next meeting will be in November. Will have recommendations for next board meeting.						
	Finance Committee	Met with Plante Moran. Refer to Keppler's financial report.						
	Personnel Committee	Director interviews are Friday, October 14 at 7:00 P.M. and beginning at 11:00 A.M. on Saturday October 15, 2011. RDL employees are allowed to use flex time in order to attend. Board reviewed the 25 questions to be asked of each candidate developed by Hartzel Mika. Board members will e-mail Collins by Friday A.M. those questions they feel could be eliminated in order to provide time for any additional spontaneous questions the board may have during the actual interview.						
VIII	Report From Friends of the Library	Donna Folland is out of town. In lieu of report, she requested that the new bookmarks be distributed to the board for their use when promoting the library.						
IX	Director's Report	Custer stated that self check will be implemented this Fall. November board packet will include ROI. E-Books are now on Kindles. William Blevins will present the proposed library web site at November board meeting.						
X	Old Business							
	1. Parking Lot	While Carlo Construction has not yet started, timing is on track. Project will take approximately one week.						
	2. Library Investments Presentation by Dawn Lovorich, UBS	Lovorich introduced herself as an Investment Advisor specializing in municipal investments. She strictly adheres to the library's investment policy and complies with P.A. 20. Her first dictate is safety of the principle. She reviewed and explained each area of the UBS/RDL Aug-Sept 2011 financial statement. She detailed the services that UBS provides for an annual fee of \$150 such as direct deposit, wire transfers, credit card, etc.						
XI	New Business	None						

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XII	Public Participation	<p>Heather Van Fleet and Kathy Fannon highlighted upcoming adult and teen programs taking place this month. They also thanked the Friends for purchasing new furniture for the teen area in the library.</p> <p>Collins stated that the board would like to continue hearing about upcoming events and programs within the library, however, in the future they should come under the Director's report or New/Old Business versus Public Participation.</p>					
XII	Adjournment	<p>Miller moved and Meloeny supported motion to adjourn at 8:37 P.M. MOTION CARRIED</p>					
		Aye	Aye	Aye	Aye	Support	Motion