

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
June 8, 2011

APPROVED MINUTES

			VOTE					
Agenda Item		Motion/Discussion	Trustee Beauvais	Trustee Lenaway	Acting Secretary Collins	President Eubank	Vice President Miller	Trustee Okoniewski
I	Call to Order	Meeting called to order at 7:00 P.M. Members Present: Beauvais, Collins, Eubank, Lenaway, Miller, Okoniewski Members Absent: None Staff Present: Custer, Schultz	X	X	X	X	X	X
III	Pledge of Allegiance							
III	Introductions	Debra Beauvais was reintroduced as new board member replacing Carol Marshall. Also introduced Joann Lenaway as a new board member replacing Kathy Bosheers.						
IV	Approval of the Agenda	Miller moved and Beauvais supported motion to approve the agenda of the regular board meeting of June 8, 2011. MOTION CARRIED	Support	Aye	Aye	Aye	Motion	Nay
V	Approval of the Minutes	Collins moved and Miller supported motion to approve the May 11, 2011, minutes. MOTION CARRIED	Aye	Aye	Motion	Aye	Support	Aye
		Miller moved and Collins supported motion to approve the May 23, 2011, minutes. MOTION CARRIED	Aye	Aye	Support	Aye	Motion	Aye
VI	Public Participation	Kathy Fannon once again requested moving Public Participation to the end of the meeting. Okoniewski stated that the board is in the process of updating the bylaws that will include changing this portion of the agenda to the end of the meeting. Helen Sergot stated that she is disappointed in the looks of the gardens at the Graubner Library. Marti Custer responded that a company has been hired to completely weed, trim, mulch, etc. all of the Graubner gardens. This work should be completed by the end of the week. Ms. Sergot also felt that the library needs more books on the shelf to prevent patrons from going to other libraries. Marti Custer stated that this issue will be covered in the budget presentation. Ms. Sergot stated that there should be window film on the east windows and ceiling fans throughout the library to improve the heating and cooling system. Custer responded that was the first she had heard of it, but probably a good future project.						
VII	Financial Issues & Reports							
	a. Report by Director Concerning Library Finances	No additional comments or questions regarding information provided in the packet.						
	b. Approval of May Bills and Appropriations	Collins moved and Lenaway supported motion to approve the May bills and appropriations in the amount of \$119,230.99. MOTION CARRIED	Aye	Support	Motion	Aye	Aye	Aye
	c. Acceptance of May Receipts	Collins moved and Miller supported motion to accept receipts in the amount of \$491,279.68. MOTION CARRIED	Aye	Aye	Motion	Aye	Support	Aye

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VII	Financial Issues & Reports Cont.							
	d. Budget Amendment	Okoniewski moved and Beauvais supported motion to amend the 2010-2011 budget by reducing budget line 703.10, Appointed With Pension, by \$15,730 and to increase budget line 818.00, Contracted Services, by \$15,580 and budget line 861.00, Mileage, by \$150. MOTION CARRIED	Support	Aye	Aye	Aye	Aye	Motion
	e. Approval of June Bills & Appropriations	Miller moved and Beauvais supported motion to approve the June bills and appropriations in the amount of \$120,497.82. MOTION CARRIED	Support	Aye	Aye	Aye	Motion	Aye
	f. Acceptance of June Receipts	Beauvais moved and Lenaway supported motion to accept receipts in the amount of \$114,476.95. MOTION CARRIED	Motion	Support	Aye	Aye	Aye	Aye
VIII	Report of the Board President	Eubank stated that the Romeo Observer newspaper ad stating the hours of the Kezar Library was incorrect. Custer stated she was aware and will take care of having it corrected.						
	a. Bylaws/Policy Review Committee	Update will be brought to next month's meeting.						
	b. Union Complaint	Eubank read aloud an apology regarding her removal of certain payroll and other miscellaneous records from the Graubner Library. In closing, she urged that when library personnel are concerned about the actions of board members, that they talk it out rather than let it go into a formal grievance procedure. Upcoming board member training and the establishment of a board member code of conduct will help insure that this does not happen again.						
IX	Board Reports							
	a. Finance Committee Beauvais/Miller	No additional comments other than they are on track with preliminary budget.						
	b. Personnel Committee Collins/Eubank/Okoniewski	Discussion took place regarding whether it is the right time to hire a Financial Manager. Decision was made to keep the money in the budget for this position as it gives the library flexibility. Finance Committee will put together a list of responsibilities for this new position.						
	c. Board Training Collins/Miller	Two training dates have been established, July 9th and August 13th. Notification of these dates has been sent to Washington Twp. to share with their potential board member.						

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X	Director's General Report	Custer met with Ellie Conway who works with Michigan Military Moms. This organization packs boxes for troops and is looking for books and magazines. They are also interested in children's books for soldiers to distribute to the children they encounter. Custer stated that the library will donate withdrawn materials to support this worthwhile project. Custer spoke with Hartzell-Mika Consulting and told them to proceed with new director search. Their proposed contract will be on the agenda at the budget public hearing.						
XI	Old Business	No additional comments or questions regarding information provided in the packet.						
XII	New Business							
	a. Janitorial Service	Okoniewski moved and Beauvais supported motion to renew the janitorial contract with Ideal Janitor Service for a two year period with a 3% increase. Contract will cost \$25,956.50 per annum for a two year period. MOTION CARRIED	Support	Aye	Aye	Aye	Aye	Motion
	b. Landscaping Contract	Collins moved and Miller supported motion to accept the proposal from Ron White to mow lawns and apply weed and feed at Graubner for \$110 per mow and at Kezar for \$35 per mow and to apply weed and feed six times per annum at a cost of \$120/Graubner and \$50/Kezar. MOTION CARRIED	Aye	Aye	Motion	Aye	Support	Aye
	c. Spring Cleanup	Beauvais moved and Collins supported motion to accept the proposal from DeClark's for Spring cleanup at Graubner at a cost of \$290/Spring and \$380/Fall, \$62.50 per visit and mulch for \$65/yd. MOTION CARRIED	Motion	Aye	Support	Aye	Aye	Aye
	d. 2011-2012 Budget	Custer led budget discussion explaining new overall structure and content. The board indicated the format was easier to understand.						
	f. Election of Officers by Nomination	Eubank moved and Okoniewski supported motion to nominate Kim Collins as President. Collins accepted nomination. MOTION CARRIED	Aye	Aye	Aye	Motion	Aye	Support
		Eubank moved and Collins supported motion to nominate Elizabeth Miller as Vice President. Miller accepted nomination. MOTION CARRIED	Aye	Aye	Support	Motion	Aye	Aye
		Eubank moved and Miller supported motion to nominate Debra Beauvais as Treasurer. Beauvais accepted nomination. MOTION CARRIED	Aye	Aye	Aye	Motion	Support	Aye
		Eubank moved and Okoniewski supported motion to nominate Joann Lenaway as Secretary. Lenaway accepted nomination. MOTION CARRIED	Aye	Aye	Aye	Motion	Aye	Support

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XII	New Business Cont. f. Emeritus Board Member	Collins moved and Miller supported motion to declare Kathy Eubank an emeritus board member of the Romeo District Library and to salute her for her 12 years of service to the library. MOTION CARRIED Custer invited all attending the meeting to a reception following the meeting in honor of Kathy Eubank.	Aye	Aye	Motion	Aye	Support	Aye
XIII	Adjournment	Collins moved and Miller supported motion to adjourn at 8:40 P.M. MOTION CARRIED	Aye	Aye	Motion	Aye	Support	Aye