

Romeo District Library
Board Meeting
Graubner Library 6:00 P.M.
September 21, 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 6:00 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	Report By Hartzel-Mika	Shannon White, Hartzel-Mika Consulting passed out hard copies of the actual job posting for the RDL director position, resumes, and candidate summaries in rank order as determined by Hartzel-Mika. She explained the various web sites used for the posting. The posting closed on September 16, 2011. White recommended that RDL interview top four candidates with consideration of travel expense reimbursement of \$250 to \$450 for those traveling from out of state. Of the top four candidates, the top two recommended requested that their names not be released to the public. The board discussed whether or not to go into closed session to discuss these two candidates.						
V	Executive Session	Miller moved and Beauvais supported motion to go into executive session on the request made by various candidate for the Library Director's position to consider their application for employment in accord with MCL act 267 of 1976, 15.268. MOTION FAILED ON ROLL CALL VOTE The board requested that Hartzel-Mika conduct initial phone interviews with the top six candidates. White stated that she would e-mail a summary of the phone interviews by late afternoon September 27th for review and discussion in their scheduled meeting at 6:00 P.M. September 28th. The objective for this meeting will be to identify those candidates that will be brought in for a personal interview.	Support	Nay	Nay	Nay	Nay	Motion
VI	Approval of the Agenda	Miller moved and Meloeny supported motion to approve the agenda of the regular board of September 21, 2011. MOTION CARRIED	Aye	Aye	Aye	Aye	Support	Motion
VII	Approval of the Minutes	Meloeny moved and Fortuna supported motion to approve the August 10, 2011, minutes. MOTION CARRIED	Aye	Aye	Support	Aye	Motion	Aye
VIII	Financial Issues and Reports 1. Report By The Director Concerning Library Finances	Dawn Lovrovich, UBS Financial Services, will be here next month to explain her investment philosophy and compliance with P.A. 20.						

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VIII Financial Issues and Reports Cont.							
2. Approval of August Vouchers	Miller stated that the attorney invoice appeared to be significantly high for the particular service rendered. Custer agreed. The board requested that Custer contact firm stating that board felt that billable hours are excessive. Beauvais moved and Fortuna supported motion to approve August vouchers less the attorney fee of \$1,067.10 for a total of \$97,086.54. MOTION CARRIED	Motion	Aye	Support	Aye	Aye	Aye
3. Approval of August Receipts	Lenaway moved and Beauvais supported motion to approve August receipts in the amount of \$32,370.68. MOTION CARRIED	Support	Aye	Aye	Motion	Aye	Aye
IX Report of the Board President							
Finance Committee	No meeting this month.						
Personnel Committee	Next meeting with Hartzel-Mika to conduct personal interview of director candidates is Friday, October 14th and Saturday, October 15th.						
Policy Committee	Meeting held September 28th.						
X Report From Friends of the Library	Friends are now an approved 501c3 organization. Donations are now tax deductible. Donna Folland will bring copy of letter to next meeting. Friends funded the Director's Wish List of \$3,000, which covers \$1,000 for teen furnishings and \$2,000 for youth room.						
XI Director's Report	Custer is continuing to work with Plante-Moran on finalizing the audit. Beauvais and Miller will be present at the Plante-Moran preliminary meeting scheduled in October. Custer introduced the RDL new interim business manager, Jillynn Keppler. Keppler will also be present at the preliminary audit meeting. Custer reviewed the expectations and responsibilities of the business manager. Custer stated that Bruce Twp. will continue with RDL accounting through the end of January 2012.						
XII Old Business							
1. Parking Lot Bids	Beauvais moved and Lenaway supported motion to approve the bid by Carlo Construction for \$18,063 for renovation of the parking lot. Work is to be completed by November 15, 2011. MOTION CARRIED	Motion	Aye	Aye	Support	Aye	Aye

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XIII	New Business							
	1. ALA Membership	Fortuna moved and Meloeny supported motion to approve institutional membership in the American Library Association (ALA). MOTION CARRIED	Aye	Aye	Motion	Aye	Support	Aye
	2. Attorney	a. Meloeny moved and Beauvais supported motion to engage Malcolm Brown, Butzel Long as labor and employment attorney for the Romeo District Library. MOTION CARRIED b. Lenaway moved and Meloeny supported motion to engage Linda Mayer, Atkinson Need and Allen for general and library law counsel for the Romeo District Library. MOTION CARRIED	Support	Aye	Aye	Aye	Motion	Aye
			Aye	Aye	Aye	Motion	Support	Aye
XIV	Public Participation	Donations must be made by the end of the year in order to receive tax credit on donations through the Four County Community Foundation. Heather VanFleet asked for clarification on how the new health care law impacts RDL employees and if Malcolm Brown could meet with staff for explanation. Custer stated that it only impacts new hires and the union should handle that explanation.. Donna Folland stated that Friends of the Library intend to fully support future marketing efforts of the library.						
XV	Adjournment	Fortuna moved and Beauvais supported motion to adjourn at 8:37 P.M. MOTION CARRIED	Support	Aye	Motion	Aye	Aye	Aye