

Romeo District Library
Board Meeting
Graubner Library, 7:00 P.M.
January 12, 2011

			VOTE					
			Treasurer	President	Trustee	Vice President	Trustee	Secretary
			Bosheers	Eubank	Marshall	Miller	Okoniewski	Reiz
	Agenda Item	Motion / Discussion						
I	Call to Order	Meeting called to order at 7:02 p.m. Members Present: Bosheers, Eubank, Marshall, Miller, Okoniewski, Reiz Members Absent: None Employees Present: Harper, Schultz, Pollock Others Present: Bob Hart, Joyce Hennessee	X	X	X	X	X	X
II	Introductions	Bob Hart introduced himself as a newly elected Village of Romeo Trustee.						
III	Approval of Agenda	Okoniewski moved and Miller supported motion to approve the agenda of the Regular Board Meeting of January 12, 2011, with the following changes: Under Approval of Financial Report/Investments, add (a) Investment Policy Update. Under Old Business, add item (a) Attorney and (b) FOIA. Under New Business add item (c) Library Closings, (d) Director's Evaluation, (e) Heating and Cooling, (f) Copier Contract Renewal, (g) Pledge of Allegiance. Change Item XI to Closed Executive Session, (a) Holiday Closings As a Part Of The Extended Union Contract and (b) Benefits. Add Item XII Adjournment. Motion Carried	Aye	Aye	Aye	Support	Motion	Aye
IV	Approval of December Minutes	Miller moved and Okoniewski supported motion to approve December minutes. Motion Carried	Nay	Aye	Aye	Motion	Support	Aye
V	Public Participation	Bob Hart stated he has been long time library supporter. He has worked closely with Director in the past and looks forward to an ongoing strong relationship with the library in the future. Eubank presented the library with a check for \$1,200 from the Four County Community Foundation for technology training tools.						

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VI a.	Approval of the Financial Reports/Investments Investment Policy	Finance Committee, Director and Brockmann, Bruce Township, met to review current investment strategies and cash management. Revised investment Policy will be brought to Board for review once banking proposal has been finalized. Reiz moved and Marshall supported motion to approve Financial Reports/Investments MOTION CARRIED						
			Aye	Aye	Support	Aye	Aye	Motion
VII	Approval of Bills and Salaries	Check #2225 issued to Gabriel, Roeder, Smith has been voided. Director in process of developing more economical means of achieving actuarial study. Bosheers moved and Marshall supported motion to approve Bills and Salaries. MOTION CARRIED						
			Motion	Aye	Support	Aye	Aye	Aye
VIII	Report of the Director	In addition to information provided in Director's Report, the following was discussed. Director described work needed on heating and cooling system; is in process of obtaining quotes for interior painting, electrical, and carpeting repairs. Meijer gave RDL a \$500 gift card. Director passed out invitations to the Kezar 100 Year Celebration.						
IX a.	Old Business Attorney	Marshall proposed termination of current RDL attorney prior to obtaining new legal representation and is currently working on a list of proposed attorneys and should have completed in approximately one week. Harper handed out information about attorneys from other SLC directors.						

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IX	a.	Old Business Cont. Attorney Cont. Marshall moved and Okoniewski supported motion to terminate Fahey Schultz Burzych Rhodes as the legal firm representing RDL. Roll Call: Marshall YES Okoniewski YES Bosheers YES Reiz NO Miller NO Eubank YES MOTION CARRIED	Aye	Aye	Motion	Nay	Support	Nay
	b.	FOIA Miller corrected interpretation of previous month's discussion on how certain RDL information may be obtained by the public from an RDL contracted service. Anyone seeking information regarding RDL must fill out a FOIA request with the RDL FOIA Coordinator. Bosheers moved and Marshall supported motion to appoint the RDL Director as the FOIA Coordinator; Director will attend FOIA refresher courses as needed. MOTION CARRIED	Motion	Aye	Support	Aye	Aye	Aye
X	a.	New Business Policy Manual Ongoing project that will continue through additional workshops.						
	b.	Strategic Plan Miller stated that current plan is not a full plan but rather a checklist and that RDL needs to develop a 3-5 year comprehensive plan. Mission statement should be revised to reflect goals of strategic plan.						
	c.	Library Closings After much discussion, decision made to stay with current emergency library closing procedure.						
	d.	Director's Evaluation Personnel Committee is in process of developing evaluation. Suggestion made to have 360 evaluation process and the topic will be discussed in the next Personnel Committee meeting.						

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X e.	New Business Cont. Heating and Cooling	<p>Heights Heating & Cooling has been acquired by North Star. Primary mechanics from Heights are now employed at Systemp. Recommendation of Director and Facilities Manager is that RDL let Systemp fulfill remaining life of contract that was in existence for Heights at prevailing rates.</p> <p>Bosheers moved and Marshall supported motion to enter into agreement with Systemp contingent upon confirmation Heights Heating and Cooling has been notified of cancellation of existing contract and that Systemp agrees to assume existing contract and terms. MOTION CARRIED</p> <p>Miller moved and Okoniewski supported motion to accept the two quotes from General Controls to upgrade current system in the amount of \$8,200. MOTION CARRIED</p>						
f.	Copier Contract Renewal	<p>Miller moved and Marshall supported motion for Director to make the necessary decisions for copier renewals/purchases at the best value based on the requirements and needs of Graubner and Kezar Branch Library. MOTION CARRIED</p>	Motion	Aye	Support	Aye	Aye	Aye
g.	Pledge of Allegiance	<p>Okoniewski moved and Marshall supported motion to add The Pledge of Allegiance to the agenda as well as bylaws. MOTION CARRIED</p>	Aye	Aye	Support	Aye	Aye	Aye

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XI	Closed Executive Session	Okoniewski moved and Marshall supported motion to enter into closed session to discuss the extended union contract as it pertains to holiday closings. Session will also cover medical insurance benefit options. Roll Call: Marshall YES Bosheers YES Reiz YES Miller YES Eubank YES Okoniewski YES MOTION CARRIED	Aye	Aye	Support	Aye	Motion	Aye
		Okoniewski moved and Marshall supported motion to come out of closed session. MOTION CARRIED	Aye	Aye	Support	Aye	Motion	Aye
a.	Union Holiday Closings	Okoniewski moved and Eubank supported motion to approve holiday schedule as presented in closed session. MOTION CARRIED	Aye	Support	Aye	Aye	Motion	Aye
b.	Insurance Benefits	Reiz moved and Okoniewski supported motion to provide former Director Kruse with BC/BS Option V for 18 months, to be reimbursed quarterly. MOTION CARRIED	Aye	Aye	Aye	Aye	Support	Motion
XII	Adjournment	Marshall moved and Okoniewski supported motion to adjourn at 9:33 P.M. MOTION CARRIED	Aye	Aye	Motion	Aye	Support	Aye