

Romeo District Library  
Board Meeting  
Graubner Library 7:00 P.M.  
February 8, 2012

**APPROVED MINUTES**

Agenda Item		Motion/Discussion	VOTE					
			Treasurer	President	Trustee	Secretary	Trustee	Vice President
			Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
I	<b>Call to Order</b>	Meeting called to order at 7:03 P.M. Members Present: Beauvais, Collins, Fortuna, Lenaway, Meloeny, Miller Members Absent: None Staff Present: Valyi-Hax, Schultz, Keppler						
II	<b>Pledge of Allegiance</b>							
III	<b>Introductions</b>	None						
IV	<b>Approval of the Agenda</b>	Miller moved and Meloeny supported motion to approve the agenda of the regular board meeting of February 8, 2012 with the following change: Move Public Participation from Item XII to New Business between items 2 and 3. <b>MOTION CARRIED</b>	Aye	Aye	Aye	Aye	Support	Motion
V	<b>Approval of the Minutes</b>	Miller moved and Meloeny supported motion to approve the minutes of the January 11, 2012 board meeting. <b>MOTION CARRIED</b>	Aye	Aye	Aye	Aye	Support	Motion
VI	<b>Financial Issues and Reports</b> 1. Report By The Director And Business Manager Concerning Library Finances  2. Approval of Vouchers  3. Approval of Receipts	An updated check register was distributed. It listed 18 items that arrived after the board packets were sent out. The board indicated overwhelming support for the new format of the Check Register and Open Items Report.  Valyi-Hax stated that new keys were given to all employees that have a current password with our security company, Audio Sentry. New keys were made for the janitorial company and for the lock box on the outside of the building which allows the fire marshall access in case of emergency. The director's office has also been re-keyed.  Fortuna moved and Beauvais supported motion to approve vouchers in the amount of \$39,294.96. <b>MOTION CARRIED</b>  Beauvais moved and Miller supported motion to approve receipts in the amount of \$641,281.62. <b>MOTION CARRIED</b>						
			Support	Aye	Motion	Aye	Aye	Aye
			Motion	Aye	Aye	Aye	Aye	Support
VII	<b>Report of the Board President</b>  1. Committee Reviews: Reports	The board attended the MERS workshop on February 23rd. The Friends of Romeo District Library held their Gala and Rare Book Auction on January 28th. Several board members attended and stated they had a wonderful evening.  The Strategic Planning Committee held a meeting on February 2nd. Valyi-Hax stated that they discussed why RDL should have strategic planning and how RDL should move forward in the future. While attending the Public Library Association Conference next month, Valyi-Hax will have the opportunity to take advantage of a free consultation with a consultant that works directly with strategic planning to gain insight and guidance. The committee decided that a strategic plan should be in place that can be tied to the budget. She stated that this may not be possible for the 2012-2013 budget but that they need to begin the process.						

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VII	<b>Report of the Board President Cont.</b> 1. Committee Reviews: Reports Cont.	Valyi-Hax will begin working on a marketing plan advertising to the community what the library has to offer. RDL needs to concentrate on what the library should mean to the community and explore creative options. Valyi-Hax will be working on creating a marketing plan in the next four to six weeks.						
VIII	<b>Report From Friends of the Library</b>	No report this month.						
IX	<b>Director's Report</b>               1. Department Reports Adult Services	<p>Valyi-Hax stated that the all-staff meeting was held on February 1st. Items covered in the meeting were:</p> <ul style="list-style-type: none"> <li>- Individual meetings held between director and staff members.</li> <li>- Online forum now available. Valyi-Hax is committed to posting weekly and expectation is that staff would access at least once a week as well.</li> <li>- The importance of customer service emphasizing that the library is focusing on Patron Centered Service. Ideas to jumpstart process are:               <ul style="list-style-type: none"> <li>* February = Good Customer Service Stories</li> <li>* March = Signs - Appropriate with vision we want to have.</li> <li>* April = What rules can we break - Why do we do this, is it a roadblock?</li> <li>* May = Role playing with problem solving.</li> </ul> </li> </ul> <p>National Library Week is April 8-14, 2012. RDL will join other Suburban Library Cooperative (SLC) libraries for activities. Details will follow.</p> <p>Valyi-Hax has signed up for a free advocacy program sponsored by the Public Library Association. It teaches how to do advocacy and get the library's message out. It is available to directors, administration, board and staff members.</p> <p>January's circulation statistics indicate a slight decline; however, there is a noticeable increase in program attendance.</p> <p>Collins thanked Stacie Narlock for being a great host for the Friends Gala and thanked Dominic McLaughlin for helping as well.</p> <p>Miller read aloud a thank you card from the Samaritan House thanking the library for its participation and cooperation with the Sharing Tree Committee. A total of 338 families were helped and 2,546 gifts were distributed.</p> <p>Heather VanFleet stated that the American Red Cross Blood Drive is scheduled for April 5th.</p> <p>Glen's Michigan Shipwrecks presentation to be rescheduled for March. Glen has teamed up with the local Great Lakes Dive Center which has graciously provided the library with diving equipment for the public display case promoting the program.</p> <p>Tuesday Book group met with eight members attending. Lists of cumulative titles are available from the Adult Services desk if any board members are interested.</p>						

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1. Department Reports Adult Services Cont.	<p>The new Dungeons and Dragons group met twice this month with an attendance of 15 players: that is a growth of 3 players in just one month.</p> <p>The Macomb County Gamers group was sponsored for the first time this month with 6 people in attendance. The idea behind this group is to re-establish the idea of family through easy-to-learn and fun board games and card games. The group will continue to meet until summer with the hopes that the group will continue to build and grow.</p> <p>Kathy had a Grant Proposal Writing class that 7 patrons attended. Caribou Coffee came out one morning to present their new line of coffees.</p> <p>Heather had one program that did not fare very well and that was the MET/MESP program presented by the State of Michigan. This is a program put on by the State to help with paying for college through two different programs - the Michigan Education Trust (MET) and the Michigan Education Savings Plan (MESP). Only 4 people attended this program.</p> <p>The department has recently made arrangements with a WSU Library Science student to do his required reference desk observations.</p> <p>Their frequent eBook questions continue to demonstrate the popularity of the Overdrive system.</p>						
Children's Services	<p>Winter Storytime is in full swing. Due to a large preschool enrollment, they have had to add a third preschool class. They now have six classes: a lapsit class for children birth through 24 months; two toddler classes for children aged 2 through 3 years, and three preschool classes for children aged 3.5 through 5 years.</p>						
Kezar Branch	<p>In January, the Kezar Library saw an almost 20% increase in use over January 2011 and a 12% increase over December.</p> <p>This month they hosted the Annual Friends Gala, which was a great success. The library, along with hosting their regular programs such as Crochet Group and Great Books book group, hosted a History of a House program with 5 attendees. Stacie was disappointed by the low turnout but buoyed by the fact that the attendees had never used Kezar Library before. She is optimistic that they will return. Julie Oparka also taught an amigurumi (little toy) crochet class with 6 attendees for 4 weeks. All the participants made a cupcake and a dog.</p>						

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Technical Services	<p>New RFID (radio-frequency-identification) gates have been installed at the entrance way of Graubner Library. The installation of the gates is the final part of the RFID project which included tagging all materials in the library in order to streamline the process of checking in and out library materials and also improves loss prevention and inventory. The gates will also improve the libraries' ability to keep more accurate door counts.</p> <p>eBook usage has seen a large increase in January along with an increase in questions and one-on-one help sessions. Many are people who purchased or received eBook readers over the holidays. More eBook help labs will be scheduled soon along with some sessions at the Kezar Library.</p> <p>The Films@RDL program has seen doubled attendance at the showing of The Help (December 17th) and Money Ball (January 28th) and hopefully the same at upcoming showings of Anonymous (February 11th) and Tinker Tailor Soldier Spy (March 24th). Also, a family movie night showing of the Muppets is planned for Wednesday March 28th.</p>						
2. Special Report From Kezar Library	<p>Stacie Narlock stated that there is an increase in circulation and door count up from last month and from last year. Circulation increased 2% over last year and the door count is an increase of 17% over last year. Additionally, there is a significant increase in programming and attendance for programs at Kezar and study room usage is up by 161%.</p> <p>Stacie gave a presentation last week to the Romeo Historical Society - History and Care of Photographs. It was very well attended. She would like to continue doing outreach to the community.</p> <p>Kezar hosted a History of a House program in January. On February 23rd, they are having a program entitled Local History and Genealogy Resources @ the Kezar Library. This will be their time to shine and show the community just what it is they have and what an invaluable resource the community has. In March, Kezar has a genealogy program entitled Finding Your Female Ancestors. In April, Stacie is hoping to host another Genealogy Lock-In.</p> <p>Kezar continues to host a very active crochet group and a Great Books book group. Kezar will continue working towards a focus on local history and genealogy and on popular materials.</p> <p>In 2013, the Village of Romeo will be celebrating its 175th anniversary. Thought is being given as to how Kezar can highlight this special event. One of the things they would like to do is to implement a process to catalog their collections and to create online exhibits. They are currently working on a photo blog that William Blevins created. Stacie is looking forward to this anniversary and the possibilities that it allows for Kezar to showcase what they have and the partnerships that we will create with the Romeo Genealogy Society, the Romeo Historical Society and the Washington Historical Society.</p>						

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X	<p><b>Old Business</b></p> <p>1. Keys at Library Buildings</p> <p>2. DVD Circulation Policy</p>						
	<p>As stated earlier, the exterior doors and director's office locks have been changed.</p> <p>Currently, Romeo District Library has the following policies regarding the checkout of video games, DVD's and Blu-ray discs: 1-Day DVD's, Blu-ray discs, video games: 2 items per library card 7-Day DVD's and Blu-ray discs: 10 items per library card</p> <p>RDL gets in approximately 30-50 new DVD's and Blu-ray discs each month. Valyi-Hax proposed a pilot project for six months. The library will remove all limits for circulating these items, and staff will monitor the progress. If there are clearly immediate problems, the project will be halted. Valyi-Hax will follow-up as to how the pilot worked out.</p> <p>Lenaway stated she is not in agreement and felt limitations should remain in place to allow those patrons that cannot get to the library until after work to check out the 1-Day media. Collins stated that there is no current policy on limitations and it is the discretion of the director.</p>						
XI	<p><b>New Business</b></p> <p>1. Personal Property Tax</p> <p>2. Romeo District Library Board Code of Responsibility</p> <p>2.5 Public Participation</p> <p>3. Negotiation Discussion</p>						
	<p>RDL stands to lose \$194,275, or approximately 10% of its budget, if the personal property tax is eliminated. The Michigan Library Association has joined a coalition of other groups to call for guaranteed replacement of all personal property tax revenue if the tax is eliminated. Talks have once again started on this issue. There is nothing currently on the table.</p> <p>Board members signed and turned in to Valyi-Hax the Romeo District Library Board Code of Responsibility that had been included in their board packet.</p> <p>None</p> <p>At 8:10 P.M., Fortuna moved and Beauvais supported motion to go into executive session for the purpose of fact finding in preparation for union negotiations.</p> <p>Roll Call: Ayes: Lenaway, Meloeny, Collins, Miller, Beauvais, Fortuna Nays: None <b>MOTION CARRIED</b></p> <p><b>Motion to leave closed session at 9:14 P.M.</b></p>						
XII	<p><b>Adjournment</b></p>	Aye	Aye	Motion	Aye	Aye	Support
	<p>Fortuna moved and Miller supported motion to adjourn at 9:15 P.M. <b>MOTION CARRIED</b></p>						