

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
December 12, 2012

APPROVED MINUTES

		VOTE						
		Treasurer	President	Trustee	Secretary	Trustee	Vice President	
Agenda Item		Motion/Discussion	Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
I	Call to Order	Meeting called to order at 7:06 P.M. Members Present: Beauvais, Collins, Lenaway, Meloeny, Miller Members Absent: Fortuna Staff Present: Valyi-Hax, Keppler, Schultz						
II	Pledge of Allegiance							
III	Introductions	None						
IV	Approval of the Agenda	Meloeny moved and Miller supported motion to approve the agenda of the regular board meeting of December 12, 2012. MOTION CARRIED	Aye	Aye	Absent	Aye	Motion	Support
V	Approval of the Minutes	Lenaway moved and Beauvais supported motion to approve the minutes of the November 14, 2012 regular board meeting. MOTION CARRIED	Support	Aye	Absent	Motion	Aye	Aye
VI	Financial Issues and Reports							
	1. Report By The Director And Business Manager Concerning Library Finances	An updated check and payroll register, open items report and summary of disbursements were passed out. Miller requested that, when possible, the updated open items report be emailed prior to the board meeting. Valyi-Hax agreed to have the report emailed once updated version is printed, depending on timing. Valyi-Hax stated that there is a Finance Committee Meeting on Monday, December 17th to discuss the mid-year budget amendment.						
	2. Approval of Vouchers	Beauvais moved and Lenaway supported motion to approve vouchers in the amount of \$150,663.47. MOTION CARRIED	Motion	Aye	Absent	Aye	Support	Aye
	3. Approval of Receipts	Meloeny moved and Miller supported motion to approve receipts in the amount of \$3,501.19. MOTION CARRIED	Aye	Aye	Absent	Aye	Motion	Support
VIII	Report of the Board President							
	1. Committee Reviews: Reports	Finance Committee: Meeting scheduled for Monday, December 17, 2012. Strategic Planning Committee: Valyi-Hax stated that surveys have been mailed. She purchased mailing labels of approximately 300 companies from the Romeo Washington Chamber of Commerce. Surveys were also sent to school principals and the superintendents. They were encouraged to share them with their teachers and staff. SurveyMonkey surveys have been set up for those who prefer to respond electronically. Miller requested and Valyi-Hax agreed to send additional surveys to those patrons that would be on distribution for the library newsletter. Valyi-Hax stated she hopes to get some tips and advice from a library director that has recently completed a strategic planning process using their own in-house resources versus an outside consultant. She has a meeting set up with her next week. Collins stated that board members will receive the director's 12 month evaluation forms. She would like them filled out and returned by next Wednesday, December 19th. Valyi-Hax will update her version with items that the board does not necessarily see on a regular basis.						

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VIII	Report of the Board President Cont. 1. Committee Reviews: Reports						
IX	Report From Friends of the Library						
X	Director's Report						
	<p>Meloeny asked if the library was going to continue with Computrain for our accounting software. In the near future, Valyi-Hax and Keppler will make suggestions as to what we can do better, save money and be more efficient.</p> <p>No report this month.</p> <p>I. Valyi-Hax congratulated the following employees for reaching a milestone in their years of service (full-time or part-time) at the Romeo District Library: Five Years: Stacie Guzzo, Dominic McLaughlin, Glen Sowles, Heather Van Fleet Fifteen Years: Bethanie Conners, Jean Kimpe There are many employees who have multiple years of service. Valyi-Hax is going to start recognizing them in November/December in five-year increments from their date of hire.</p> <p>II. RDL has hired three library assistants at the Graubner Library. Liz VanHoutte and Halie Domagalski have begun already. They come to RDL with great customer service experience. Sarah Miller is currently employed by RDL as a library page, and she will begin working as a library assistant in January. RDL has also hired Jeffrey Dunaj as a replacement page for Sarah.</p> <p>III. Kathy Fannon and Valyi-Hax have become Notary Publics. They will very soon be offering this service to the patrons. They do not expect to charge a fee at this time, but will be encouraging people who want to take advantage of this to schedule a time to arrive since Fannon and Valyi-Hax are not present every minute of every day.</p> <p>IV. The Kezar benches are still at RETC. Ben has talked with Craig (the director) who has said that the students have had other school projects to work on, but they should begin working on the benches in January.</p> <p>V. Valyi-Hax is now on the History Subcommittee of the Romeo 175 Committee. They are going to be having regular meetings to gather photos, documents, and artifacts for the two large events in March and May. Valyi-Hax attended the State of the County Address given by Mark Hackel on December 5th. She attended the Winter Solstice Celebration, held by the Greater Romeo-Washington Chamber of Commerce on December 6th.</p> <p>VI. Both libraries are participating in Samaritan House's Sharing Tree. Tags are on the tree listing items for needy families. Library patrons can pick a tag off of the tree, purchase the gift that is listed, and then return the wrapped gift to the library.</p> <p>VII. The library is hosting another Red Cross Blood Drive on Friday, December 21 from noon to 6:00 p.m. RDL has been successful with past blood drives, and they are looking forward to this one, especially since the Red Cross still needs donations during the holidays.</p>						

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Motion/Discussion							
X	<p>Director's Report Cont. 1. Department Reports Adult Services Cont.</p> <p>Children's Services</p>						
<p>Extended services offered by the library are gaining popularity. Faxing services has gained momentum as more in the community become aware of this service. Outreach services, and Online referencing have the amount of patron interaction continued at the same level of 1.13 services per day.</p> <p>Glen introduced the community to the First Michigan Fife and Drum Corps. This program entertained 51 patrons of all ages. Heather had a new ornament making program for the whole family that saw 23 participants of all ages make, create, and take home holiday keepsakes. Kathy introduced a wreath making demonstration to six very interested patrons of the community. The finished wreath and garland went to two lucky ladies as door prize winners. The Tuesday Bookgroup held steady this month with ten patrons. The group read and discussed the book "The Kitchen House" by Kathleen Grissom.</p> <p>They have finished their Fall storytime classes and are preparing for their Winter classes next month. They had six classes with 65 participants.</p> <p>Cooperation with other community groups is going strong. The Thursday morning literacy playgroup is growing, and this past month they had 4 sessions with 107 participants. November's theme was <i>Me, Myself and I</i> with varying topics each week such as the five senses, feelings, etc.</p> <p>They are involved with a service project with the Romeo Area Kiwanis. Mrs. Conners created a mailbox and the Kiwanis have set it up in the children's room for Santa mail. The Romeo Kiwanis will take the letters and reply to the children; they will then send the replies to the post office in Christmas Michigan who will mail them out of their post office.</p> <p>During the election this November, they held their own children's election: Re-elect a Dead President. They had four presidents: Abraham Lincoln, Herbert Hoover, James Garfield and Woodrow Wilson. They set up a display and researched campaign slogans and other fascinating facts about the presidents. Since Abraham Lincoln needs no one's help, they each campaigned for one of the other three. Abraham Lincoln won the elections. There were 51 votes in the ballot box.</p> <p>Their Lego Club had another building day with 25 participants. Lego had a nationwide contest where people could log in online and vote for their favorite public library. RDL was one of the winners. The library won a huge box of Lego sets for mid to upper elementary students and won a box of Lego literacy sets for the preschool through second grade children. This Lego Literacy set included a big board storybook and 10 identical sets of blocks. While reading the story, the kids build the blocks to make four Lego animals.</p> <p>Mr. Doodles finished off the month by coming in and drawing to a story children told at the program. They had 12 participants.</p>							

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Kezar Branch	<p>They have been compiling a list of titles that they would like to purchase with the generous donation from the Friends to build the children's collection. They will be acquiring items in all areas including audio visual materials, picture books, easy readers, chapter books and children's non-fiction. They are excited about the opportunity to enhance the materials in their children's collection. The Friends also agreed to sponsor the resident rodents at Kezar, Batman and Robin. Their sponsorship of \$300 allows them to care for these animals, which the kids seem to adore.</p> <p>They are working on programming for the coming year and are looking forward to increasing attendance for story times and bringing in new members to both the crochet group and "Great Books" book group.</p> <p>There is an informative program on March 14th on the state of health care. "The New Health Care Law: What It Mean for Everyone" is an explanation of the Patient Protection and Affordable Care Act and how it will affect consumer health coverage today and in the future. It will be presented by Karin Gyger, ACA Ombudswoman. The second presenter will speak about "Health Coverage: Getting the Basics" which will cover selecting, purchasing and understanding health insurance and health coverage options. The purpose of this presentation is to provide basic information regarding health coverage in Michigan. It will be presented by Lisa Ross, Consumer Outreach Coordinator.</p> <p>They will be focusing much of their programming efforts next year into consumer information and educational topics.</p>						
Technical Services	<p>Family Movie Night on November 28th had 42 people attend and the Amazing Spider-Man showing had 18 attend. The Monday Film Club showed "Brazil" on December 10th. "To Rome With Love" will be shown on January 21st.; Upcoming Saturday films are "The Bourne Legacy" on December 29th and "Looper" on January 5th.</p>						
2. Special Report From Youth Services	<p>Lego had a nationwide contest where people could log in online and vote for their favorite public library. RDL was one of the winners and won fantastic prizes. The library won a huge box of Lego sets for mid to upper elementary students and won a box of Lego literacy sets for the preschool through second grade children. This Lego Literacy set included a big board book with a story and 10 identical sets of blocks. While reading the story, the kids build the blocks to make four Lego animals.</p> <p>During the election this November we held our own children's election. Re-elect a dead president! We had four presidents: Abraham Lincoln, Herbert Hoover, James Garfield and Woodrow Wilson. We set up a display and researched campaign slogans and other fascinating facts about the presidents. Since Abraham Lincoln needs no one's help, they each campaigned for one of the other three. Abraham Lincoln won the elections. There were 51 votes in their ballot box.</p>						

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XI Old Business 1. Air Conditioning Unit at Kezar 2. Take a Look at Graubner Library	<p>Included in the board packet were the bids received for the AC units at Kezar as well as the Facilities Manager's report. The Board had already seen Bids #1 and #2. Bid #1 is to fix up the one broken unit, and Bid #2 is to replace one broken unit with a new one. Bid #3 is the cost to completely replace the heating system and the air conditioning. Bid #4 is to replace all five air conditioning units. The representatives from the companies say that Kezar's heating system still looks good.</p> <p>After significant discussion, the recommendation by Pollock that was agreed to by the Board, is to fix the one AC unit. The system is 19 years old. In the future at 22-24 years old, consideration will be given to replacing all of the units at the same time, which would entail changing all the duct work, replacing all insulation, etc. Systemp is the current supplier for preventative maintenance on this system. Valyi-Hax agreed to go back to Systemp and request that they revise their bid to include one year parts and labor versus the 90 day quoted.</p> <p>This was suggested by Elizabeth Miller and follows an experience that Valyi-Hax had at her previous library. Sometimes, when people regularly go into a building, they stop actually seeing what is really there. In advance of the strategic planning process, Valyi-Hax would like for the Board and herself to go through Graubner and see where improvements can be made. They will do this after tonight's board meeting.</p> <p>Surveys taken by staff for Graubner indicate the following areas for attention: Carpeting, furniture (especially seating for both staff and patrons), book drop, improved signage, new coat of paint inside the building, investigate geothermal heating, mural in children's room, clock at circ desk.</p> <p>Surveys taken by staff for Kezar indicate the following areas for attention: Additional electrical outlets, new doors, space planning to maximize use of limited space available, new drawers for DVDs and CDs, faux fireplace, turn the basement into a meeting room.</p>						
XII New Business 1. Security at Kezar	<p>As discussed last month, this is a concern for the staff at Kezar. Valyi-Hax learned that this has been talked about for several years, and the last quote from Audio Sentry was from 2007. Valyi-Hax would like the issue addressed so that the staff feels more secure working at Kezar. Valyi-Hax passed out quotes received today from Audio Sentry to have a panic button installed. Audio Sentry provided pricing to replace the entire system with updated technology, which would included a panic button. They strongly recommended that we not pursue putting in a panic button with the system currently in place at Kezar. Significant discussion and many questions surrounded why replacing the entire system would be necessary, therefore, Audio Sentry will be invited to the next board meeting to provide a more detailed explanation for their recommendation. A decision will be made at that time.</p>						

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XIII	Public Participation						
		Kathy Fannon invited the Board to offer their "best read" for 2012. The RDL staff has already done so. A list of the responses will be published in January 2013.					
XIV	Adjournment	Aye	Aye	Absent	Aye	Support	Motion
		At 8:33 P.M., Miller moved and Meloeny supported motion to adjourn. MOTION CARRIED					