

Romeo District Library  
Board Meeting  
Graubner Library 7:00 P.M.  
February 13, 2013

**APPROVED MINUTES**

		VOTE						
		Treasurer	President	Trustee	Secretary	Trustee	Vice President	
Agenda Item		Motion/Discussion	Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller
<b>I</b>	<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						
<b>II</b>	<b>Pledge of Allegiance</b>							
<b>III</b>	<b>Introductions</b>							
<b>IV</b>	<b>Approval of the Agenda</b>	Miller moved and Meloeny supported motion to approve the agenda of the regular board meeting of February 13, 2013. <b>MOTION CARRIED</b>	Aye	Aye	Aye	Aye	Support	Motion
<b>V</b>	<b>Approval of the Minutes</b>	Lenaway moved and Beauvais supported motion to approve the minutes of the January 9, 2013 regular board meeting. <b>MOTION CARRIED</b> Beauvais moved and Fortuna supported motion to approve the minutes of the January 29, 2013 special board meeting. <b>MOTION CARRIED</b>	Support	Aye	Aye	Motion	Aye	Aye
<b>VI</b>	<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 open items report and summary of disbursements was passed out.  Beauvais moved and Fortuna supported motion to approve vouchers in the amount of \$182,158.76 <b>MOTION CARRIED</b>  Meloeny moved and Fortuna supported motion to approve receipts in the amount of \$409,357.71. <b>MOTION CARRIED</b>	Motion	Aye	Support	Aye	Aye	Aye
<b>VII</b>	<b>Report of the Board President</b> 1. Committee Reviews: Reports	Strategic Planning Committee: Meeting held January 29th. Valyi-Hax provided the committee with a proposal of how to go about initiating plan. Five initial steps were identified that Valyi-Hax will begin work on after she returns from her vacation. Valyi-Hax stated that she is confident that we can handle implementation of the strategic plan internally.  There were no other committee meetings held.  Collins stated that the director review is now completed. She will set up a time to review with Valyi-Hax.  Community Events: March 9th - Romeo 175 celebration begins at noon. A dinner ball will be held at the Masonic Temple. Dress is black tie or historic dress is optional. Tickets are \$40/individual, \$75/couple. Additional information can be found on <a href="http://www.romeoturns175.com">www.romeoturns175.com</a> .						

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<b>VIII</b>	<b>Report From Friends of the Library</b>	No report this month. Valyi-Hax is working with Friends for an upcoming book sale. Due to the overwhelming amount of used books, Valyi-Hax is planning a book sale at Graubner Library sometime late May. She is considering coordinating the sale with Victorian Day. She will be soliciting volunteers such as Girl and Boy Scouts or a high school student that may require community service hours.						
<b>IX</b>	<b>Director's Report</b>	<p>I. The Staff Development Day has been scheduled for Wednesday, April 3. Both buildings will be closed that day. The presenter will be Warren Graham. He gives a well-reviewed program called Black Belt Librarian in which he talks about safety and security issues at libraries. Mr. Graham spent over 25 years working as a security professional, including 17 years as the Security Manager at the Charlotte Mecklenburg Libraries in North Carolina. Valyi-Hax has previously attended his sessions and stated that he is an engaging and thought-provoking speaker who understands the funny little quirks of library employees.</p> <p>II. Valyi-Hax has resumed monthly meetings with department heads.</p> <p>III. Valyi-Hax will be taking time off From February 15-23 to take an out-of-town vacation.</p> <p>IV. The library has a student doing a practicum towards his library science degree at Wayne State University. Adam Mueller will be working with various departments from January-April to gain insight on working at a public library.</p> <p>V. Valyi-Hax was invited to run for Michigan Library Association President-Elect, meaning that, if elected, she would be the MLA President for 2014-2015. This is a great honor from her peers. However, she has decided to turn down the invitation at this time. She would like to have another year or two at RDL before taking on an outside library-related responsibility.</p> <p>Dominic McLaughlin started as a full time Librarian in the Adult Services Department. Dominic has been on staff since 2007, when he started as a Branch Specialist. He earned his Masters in Library and Information Science from Wayne State University. He is learning the ropes and is a welcome addition to the department.</p> <p>January started off with a flurry of questions about e-readers, e-books and downloading books from the library.</p> <p>The Tuesday Bookgroup met with nine members attending. The book "The Language of Flowers" by Vanessa Diffenbaugh was discussed. Each member took home a pink carnation, which according to the Language of Flowers, means "I'll never forget you".</p>						
	<b>I. Department Reports</b> <b>Adult Services</b>							

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IX	<p><b>Directors Report Cont.</b></p> <p>1. Department Reports Cont.</p> <p>Adult Services Cont.</p>   <p>Children's Services</p>   <p>Kezar Branch</p>	<p>Tax season started with a host of questions about the availability of federal and state tax publications. As of January 30th, the Library has only received the basic forms and one type of booklet. Forms are put out for the public as soon as they are received. Glen Sowles orders the forms annually and keeps the library in the loop with information about publications and expected changes in receiving publications.</p> <p>Heather VanFleet held a Hobbit Party on January 12th. Nine patrons attended the program where a discussion of the book took place along with some games. And of course, multiple snacks were served in the best Hobbit fashion.</p> <p>Special services continue to be popular. Librarians made 13 Outreach visits; 14 Faxes were sent; two documents notarized (one by Kristen and one by Kathy Fannon), and two online questions were answered.</p> <p>Macomb Family Services has resumed their Literacy Playgroup and has attracted more local families. They had 4 sessions this month with 109 participants.</p> <p>Their Lego Club also had a boost in numbers with 35 participants.</p> <p>They resumed their storytime sessions. They offer two preschool classes and two toddler classes. Their preschool classes are a taste of preschool in a fun library setting. The word from the schools is that if we can teach the mechanics of the classroom here at the library the children will have a much easier time in Kindergarten. They teach standing in a line (nicely), raising hands, waiting turns, etc. They also incorporate books, movement, music and crafts. Their Toddler Time includes the parent/caregiver with the child and they have a fun time with books, music, movement and crafts.</p> <p>This month they are missing Chuck as he recovers from knee surgery. They are doing fine between the three of them with a little help from subs on the weekend.</p> <p>They hosted a program called Making a Family Health History a Tradition on January 31st that was very informative. This month John Emerson will be coming on the 21st at 6:00 to speak about the towns in Macomb County that African Americans were historically allowed to live in. On March 14 at 6:00, they will host The New Health Care Law: What it Means for Everyone - An explanation of the Patient Protection and Affordable Care Act and how it will affect consumer health coverage today and in the future, presented by Karen Gyger, ACA Ombudswoman; and Health Coverage: Getting the Basics - Selecting, purchasing and understanding health insurance and health coverage options, presented by Lisa Ross, Consumer Outreach Coordinator and an explanation of the New Health Care Law. It is anticipated that these programs will be informative and well attended.</p>					

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	<p><b>Director's Report Cont.</b></p> <p>1. Department Reports Cont. Kezar Branch Cont.</p> <p>Technical Services</p> <p>2. Special Report From Adult Services</p>	<p>They have been working with the practicum student, Adam Mueller, who has done a great job setting up the storage in the basement.</p> <p>Guzzo reported that the door count is much higher for January 2013 than both January and last year and from the previous month.</p> <p>Last month's Monday Film Club showings of "To Rome With Love" on January 21st had 8 attendees. The eBook help class on January 10th to assist patrons who bought and received eReaders over the holidays had 7 attendees. Tech Services this month has been working on a storage project which will allow low circulating materials to be housed in the basement at the Kezar library and still be available via the catalog for patrons to request.</p> <p>Kathy Fannon, adult services librarian, gave a virtual overview of the Foundation Center. She demonstrated where and how to access this site on the web. It is the largest collection of philanthropy media in the world. It is open to everyone. You do not need a library card to access. 823 individuals accessed the web site last year. This database is available only at Graubner Library. Kathy is taking a demo of the grants for individuals to Romeo High School College Night to expose the scholarship options at the library. She will also be teaching a class on the budget process for writing grants on April 25.</p>					
	<p><b>Old Business</b></p> <p>1. Audio Sentry</p>	<p>The panic alarm buttons have been installed at both branches of the Romeo District Library. They still require to be hardwired (it currently has a jumper on it). An electrician must be called to complete this as Audio Sentry does not do heavy electrical work.</p>					
	<p><b>New Business</b></p> <p>1. Non-Union Staff Benefits</p>	<p>The board president requested a discussion regarding the issue of benefits offered to non-union staff after union negotiations have concluded. Previous directors received increases along with union contract negotiations. RDL currently has three at-will employees.</p> <p>To assist the board in making the decision as to whether or not the practice of granting increases to these employees should continue, the necessary manuals, policies and procedures and correspondence will be gathered for the board to review prior to the next month's board meeting.</p>					

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<b>XI</b>	<b>New Business Cont.</b>						
	2. Board Resolutions for Employee Defined Benefit Contribution						
	As a part of the union settlement, both units agreed that those employees who are on the Defined Benefit plan would raise their contribution percentage from 2% to 3%. MERS needs two board resolutions: one for each division (called Union Empl and Non Union*).						
	a. "In accordance with the MERS Plan Document of 1996, The Romeo District Library, Municipality number 5006, adopts the following benefits for 5006-0101 (Union employees): an employee contribution rate of 3% effective January 1, 2013."						
	Miller moved and Meloeny supported motion to adopt resolution as stated above . <b>MOTION CARRIED</b>	Aye	Aye	Aye	Aye	Support	Motion
	b. "In accordance with the MERS Plan Document of 1996, The Romeo District Library, Municipality number 5006, adopts the following benefits for 5006-0107 (Non Union): an employee contribution rate of 3% effective January 1, 2013."						
	Lenaway moved and Meloeny supported motion to adopt resolution as stated above. <b>MOTION CARRIED</b>	Aye	Aye	Aye	Motion	Support	Aye
	*When MERS was first set up, there were union employees and non-union employees who were administrators and department heads. Later, department heads also joined the union. Therefore, these labels are left over from earlier in the library's history. The library stopped adding people to the Defined Benefit plan in 2002.						
	3. Board Resolution for Health Care Savings Program						
	As part of the union settlement, the units and the library agreed to set up with MERS a Health Care Savings Program (MERS' version of a retiree health savings program). MERS needs the board to adopt a resolution to show that it is starting a HCSP.						
	"In accordance with MERS Plan Document of 1996, the Romeo District Library, Municipality number 5006 adopts the Health Care Savings Program Uniform Resolution effective January 1, 2013."						
	Beauvais moved and Fortuna supported motion to adopt reselution as stated above. <b>MOTION CARRIED</b>	Motion	Aye	Support	Aye	Aye	Aye
<b>XII</b>	<b>Public Participation</b>						
	None						
<b>XIII</b>	<b>Adjournment</b>						
	At 8:05 P.M., Miller moved and Beauvais supported motion to adjourn. <b>MOTION CARRIED</b>	Aye	Aye	Support	Aye	Aye	Motion