

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

APPROVED MINUTES

Agenda Item		Motion/Discussion	VOTE						
			Treasurer	President	Trustee	Secretary	Trustee	Vice President	
			Beauvais	Collins	Fortuna	Lenaway	Meloeny	Miller	
<b>I</b>	<b>Call to Order</b>	Meeting called to order at 7:00 P.M. Members Present: Beauvais, Collins, Fortuna, Lenaway, Meloeny Members Absent: Miller 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>	Meloeny moved and Lenaway supported motion to approve the agenda of the regular board meeting of March 13, 2013. <b>MOTION CARRIED</b>	Aye	Aye	Aye	Support	Motion	Absent	
<b>V</b>	<b>Approval of the Minutes</b>	Beauvais moved and Meloeny supported motion to approve the minutes of the February 13, 2013 regular board meeting with the following correction: page two under Item VIII, Report From Friends of the Library, first paragraph change \Ggirl to Girl. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Support	Absent	
<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, check register and summary of disbursements was passed out.  Beauvais moved and Lenaway supported motion to approve vouchers in the amount of \$133,646.97 <b>MOTION CARRIED</b>  Lenaway moved and Beauvais supported motion to approve receipts in the amount of \$410,212.48 <b>MOTION CARRIED</b>	Motion	Aye	Aye	Support	Aye	Absent	
<b>VII</b>	<b>Report of the Board President</b> 1. Committee Reviews: Reports	Strategic Planning Committee: There was not an official meeting held this month. The board was provided material to review. Valyi-Hax provided them with an updated version of the outline she had created with the steps she feels she will be taking to get the plan underway. Valyi-Hax stated that we are currently in step one, profiling our users. The timeline for this is 4-8 weeks, and we are currently in week 3. She is still in the process of gathering usage and census data. Dates have been scheduled for most of the upcoming focus group meetings.  Financial Committee: Need to start planning next year's budget. Valyi-Hax will send e-mail regarding the scheduling of a meeting in April.  Collins stated that there will be new officer elections soon. She requested that board members let her know if they are interested in taking on a different role. She also stated that committee chairs will soon be established to provide additional leadership on the currently established committees.							

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VIII	Report From Friends of the Library	No report this month. Valyi-Hax stated that the Friends are in need of volunteers. Individuals willing to volunteer should go to the RDL web site under Friends or call her direct if interested. Valyi-Hax gave a reminder of the upcoming book sale to be conducted during the last two weeks in May.						
IX	Director's Report  1. Department Reports Adult Services	<p>I. Valyi-Hax announced the hiring of Michelle Boerman as Business Manager. Michelle has a BA in Business from MSU and a MS in Management with an emphasis in Human Resources from Walsh College. She has spent a great deal of her career at Comerica Bank with experience as an instructor at Macomb Community College and Billing Clerk at Kirk &amp; Huth Law Office. Michelle will begin working at the library the week of March 18.</p> <p>II. The library will be sending out marketing mailers similar to the ones sent out last summer. Mailers to advertise upcoming summer programs will also be sent out.</p> <p>III. Valyi-Hax will be attending a Library Management workshop held on March 7 and 8, sponsored by the Midwest Collaborative for Library Services. It will feature topics such as succession planning, managing a multi-generational workforce, gathering data to demonstrate value, and retaining key staff.</p> <p>Kathy continues to busy with her authors and book groups. She has re-started the mystery/thriller/suspense book group and has named it "Make Mine Murder." The group is starting small but expects it will pick up steam as word gets out. The group will meet on the third Saturday of the month.</p> <p>Kathy was also notified this month that she will once again be a Giver for World Book Night, April 23. The library remains a pick-up point, but this year there will be no special program that evening.</p> <p>Heather had a successful turnout for her Anti-Valentine's Day program with 15 teens in attendance. There was much enthusiasm for the Jeopardy themed game she created using power point.</p> <p>There were 95 people for the Chocolate Lover's Month chocolate contest. Individuals had to guess the amount of chocolate in three different size containers with the person guessing the closest walking away with that container of chocolate.</p> <p>Glen has been cementing dates for future programs, while Dominic has also been brainstorming ideas for his own future programming as well. Glen gave a Saturday library tour to some local ESL students and their instructor; he even got them to participate in Heather's Chocolate Lover's contest because the love for chocolate transcends all languages.</p>						

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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>Glen has been trying to keep everyone informed on the status of incoming tax forms - as of late, the elusive 1040 booklets are scheduled to arrive on March 3, two months late.</p> <p>The department had 11 Outreach deliveries this month, and 11 people were assisted in sending out faxes.</p> <p>A special thanks to the Friends of the Library for just approving the purchase of new office task style chairs for the public.</p> <p>They had a Valentine's Day craft this month. They always have a craft on gift giving occasions so that the children may make a present for free. They are certain a lot of parents and grandparents liked the heart wreaths the kids made for them. They had 60 participants at their all day craft - with carry outs available.</p> <p>Their Lego Club was a bit thin this February with 16 participants. The weather may have played a role.</p> <p>Their Pokemon Trading day had six diehard swappers making it out for the trades.</p> <p>Their Macomb Family Services playgroup has shown an increase again this month. They had four sessions with a total of 143 participants learning literacy through play. One of these sessions also had a parenting class.</p> <p>Their winter storytime classes are in full swing. They have two preschool classes and two toddler classes. They had 16 sessions with 133 participants.</p> <p>They had a total of 358 participants in programming this month.</p> <p>They hosted John Emerson, who spoke about towns in Macomb County that African-Americans were historically welcome in. There were only a few attendees, but some new faces. John is working on a new presentation that will educate people on historically important African-Americans in Macomb County that he will present next year during Black History Month. The "Great Books" Book Group and the Crochet Group continue to be successful with new members to the crochet group each month.</p> <p>This coming month, Kezar will be starting Lapsit Storytimes which will run through May and will return to their regularly schedule drop-in storytimes at 11:15 am on Thursdays.</p>					

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IX	<b>Director's Report Cont.</b> 1. Department Reports Cont. Kezar Branch Cont.	<p>They will be hosting 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 which is presented by Karin Gyger, ACA Ombudswoman; and Health Coverage: Getting the Basics - Selecting, purchasing and understanding health insurance and health coverage options can be a complex experience. The purpose of this presentation is to provide you with the basic information regarding health coverage in Michigan, which will be presented by Lisa Ross, Consumer Outreach Coordinator. This presentation will be on Thursday, March 14 at 6:00 pm.</p> <p>While door count was slightly down this month, circulation continues to increase. They were closed for one day and February is a short month. With the help of Wayne State University student, Adam Mueller and with the help of Tech Services, the storage area for low circulating items is now set up in the basement at Kezar.</p>					
	Technical Services	<p>Tech Services has finished setting up the new storage collection in the Kezar Library basement. Two movies are scheduled for showings this month: The Hobbit on March 26 at 6:00 pm and Les Misérables on March 27 at 6:00 pm.</p>					
	Facilities	<p>Audio Sentry has installed the panic buttons at both libraries. New upgrades were also installed. The electrician has completed hard-wiring both libraries for the alarms.</p> <p>One of the Kezar benches has been completed and will be delivered soon to the library. Another bench will be done next week, and the last bench will be done at the end of the month.</p> <p>SysTemp installed the gas valves and actuators. Controllers and technicians will come out next week to fine-tune the system.</p>					
	2. Special Report From Tech. Services	<p>William gave a virtual presentation on the Overdrive system. He used the Cleveland Library as a representative example of the upcoming enhancements to be expected on the RDL site.</p>					

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<b>X</b>	<b>Old Business</b>  1. Non-Union Staff Benefits	The documents requested by the Board President included the following: Employee Manual(s), Board-approved policies, opinions from attorney, signed union contracts, status quo from other libraries, and information from past director. The personnel manual was updated by the RDL attorney and provided to the union for review.								
<b>XI</b>	<b>New Business</b>  1. Display Monitor for Upcoming Events	<p>The board had been provided two options investigated by the library director and staff for a display to advertise upcoming events at the library.</p> <p>The first option involves having a monitor hanging on a wall behind the circulation desk. After measuring the space on the wall and the distance that people will be standing from it, it was determined that it requires a minimum of a 55 inch screen. Truly, since text is to be included, a larger screen, such as 65 or 75 inches would be necessary. Because there is no electrical nearby to plug in a monitor or a computer to run the program, additional electrical would need to be installed (\$250-\$300). The cost of shipping a monitor (approx. \$250) and a wall bracket (approx. \$100-\$250) needs to be factored in as well. The total price that Valyi-Hax asked the board to approve is an amount not to exceed \$6,300.</p> <p>The second option involves using the space that is already dedicated for a monitor display. However, it is located off to the side of the circulation desk, and while it gets traffic, it is not the same as having patrons looking right at a screen while they check out materials. The screen can be smaller because the space is smaller, and also, people can get close to the screen to read it. If we decide to purchase a display (instead of using a monitor the library already owns), the price of a large-formal display is \$500 - \$800 depending on the size selected. If the board prefers this option, Valyi-Hax does not need approval, and with the help of the staff, she can begin right away.</p> <p>Lenaway felt that a 65 to 75 inch screen was not necessary to be effective. Meloeny stated that he would prefer to have some type of advertising done on the outside of the building to be visible for traffic to see when driving past the library. At a minimum, he would like to have the cost for this outside advertising included as part of a package of overall advertising for both indoors and out.</p> <p>Fortuna moved and Beauvais supported motion to make the purchase of a display monitor to be placed behind the circulation desk at a cost not to exceed \$6,300. Funds are to come out of the marketing budget.</p> <p>Roll Call Vote:          Ayes: Collins, Beauvais, Fortuna          Nays: Lenaway, Meloeny  <b>MOTION FAILED</b></p>								
				Aye	Aye	Aye	Nay	Nay	Absent	

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<b>XII</b> Public Participation	None						
<b>XIII</b> Adjournment	At 8:17 P.M., Beauvais moved and Meloeny supported motion to adjourn. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Support	Absent