

**Romeo District Library Board Meeting
Graubner Library 7:00pm
August 14, 2013**

APPROVED MINUTES

			VOTE					
			Vice President	Trustee	Trustee	Trustee	Treasurer	President
	Agenda Item	Motion /Discussion	Beauvais	Detkowski	Fortuna	Grandstaff	Meloeny	Miller
I	Call to Order	Meeting called to order at 7:00 P.M. Present: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Absent: None Staff Members Present: Schultz, Valyi-Hax						
II	Pledge of Allegiance							
III	Introductions	None						
IV	Approval of the Agenda	Meloeny moved and Detkowski supported motion to approve the agenda of the regular board meeting of August 14, 2013. MOTION CARRIED	Aye	Support	Aye	Aye	Motion	Aye
V	Approval of the Minutes	Grandstaff moved and Beauvais supported motion to approve the minutes of the July 10, 2013 regular board meeting with the following revision. Under Section VI, Item 1, add the following: Detkowski asked what criteria was used to make the decision to order new computers and what are the features and benefits. Valyi-Hax explained that the decision is made by the Suburban Library Cooperative. She stated that she would give an overview of the services provided by the SLC in the next board meeting. MOTION CARRIED	Support	Aye	Aye	Motion	Aye	Aye
VI	Financial Issues and Reports 1. Report by the Director Concerning Library Finances	Updated open items report, check and payroll register, and summary of disbursements were passed out. Meloeny asked how much longer the library would be issuing a check to cover retiree health care. Valyi-Hax answered that she will verify. Monies for this have been transferred into the MERS account and this should be the last month for this payment. Beauvais questioned why two office supply companies are used. Schultz responded that it is a matter of simply ordering a particular item from the least expensive company as there are no minimum orders and charges for shipping. Meloeny asked what the policy is for returning an item that a patron has previously paid for and subsequently found and returned. Detkowski asked if the patron given a full refund or are they charged a late and or processing fee. He also asked if there was a time limit regarding whether they will be able to receive a refund for a previously lost item.						

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VI	<p>Financial Issue and Reports Cont.</p> <p>1. Report by the Director Concerning Library Finances</p>	<p>Valyi-Hax stated that she will find out exactly what the policy reads regarding this issue.</p> <p>Beauvais questioned payment of the annual dues for the Romeo Rotary Club and who attends these meetings. Valyi-Hax stated she attended every week. She was under the impression that it was expected as part of her professional duties. The library paid for the director's annual membership last year. Detkowski stated that other board members may be a part of other charitable or worthwhile organizations as well; however, they personally pay for their membership dues. He felt that the library should not be paying for an annual membership to the Rotary Club. Beauvais asked of what benefit, other than community relations, does this club offer the library. Valyi-Hax stated that community relations are the main benefit of her membership. Miller stated that there have been many previous discussions regarding the need for the director to be involved in the community and the Romeo Rotary Club is an example of this involvement.</p> <p>Detkowski questioned why there are purchases for weed control products when we have a separate lawn care company. Valyi-Hax stated that R. White does not cover items such as weeds on the patio, cleaning the fountain, etc. Miller stated that previously this item has been reviewed and it was more cost effective to have the library facility manager take care of these. Most of the weed control and garden maintenance is done by a volunteer family at Kezar. Detkowski felt that the monthly lawn service amount for Graubner was excessive. Beauvais pulled the invoice and read aloud exactly what the charges covered. It was agreed that costs were in line as there was more than just the routine lawn care in this month's invoice.</p> <p>Beauvais questioned why we have multiple copier companies. Schultz answered stating that at Graubner, there is one copier company that has provided the library with two different lease companies, one for each copier. Detkowski felt that there could be significant monies to be saved if the library considered having a lease/maintenance agreement direct with the manufacturer of the copier itself. Valyi-Hax stated this will be considered upon expiration of the existing lease agreements.</p>						

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VI	Financial Issue and Reports Cont. 1. Report by the Director Concerning Library Finances	Detkowski challenged the pricing of the newly purchased computer chairs for Kezar. He felt that \$150 per chair was excessive. Valyi-Hax stated they researched and purchased chairs that will last considering the potential abuse they could receive. Less costly chairs were purchased in the past, and they did not withstand their expected life of 5-7 years. Detkowski asked what happens to the old chairs. He felt they should be donated to organizations such as the Senior Center. Valyi-Hax stated that they broke and were no longer usable and subsequently discarded. Detkowski asked what happens to the old computers once they replaced by the SLC. Valyi-Hax stated most were in storage at the library. The library does hold a computer sale. They are also used for parts. Detkowski suggested that they be donated to the Senior Center or a church. Valyi-Hax stated that they are outdated and most organizations are not interested.						
	2. Approval of Vouchers	Grandstaff moved and Fortuna supported motion to approve vouchers in the amount of \$188,385.29. MOTION CARRIED	Aye	Aye	Support	Motion	Aye	Aye
	3. Approval of Receipts	Beauvais moved and Meloeny supported motion to approve receipts in the amount of \$4,003.20. MOTION CARRIED Meloeny requested a column titled "Percent of Budget Previous Year" be added to the Budget to Actual report. Valyi-Hax agreed to so do.	Aye	Aye	Aye	Aye	Support	Aye
VII	Report of the President 1. Committee Reviews: Reports	Strategic Planning Committee: The committee members are Fortuna, Meloeny and Miller. They met on July 22 for the last time. Meloeny stated they reviewed their tag line, mission statement and values. The identified strengths-weaknesses-opportunities-threats. They each submitted a couple of big ideas of what the library could do assuming there were no constraints such as time, money, etc. Even though these ideas are tactical versus strategic in nature, it proved to be a very interesting and worthwhile activity.						

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VII	Report of the President Cont.							
	1. Committee Reviews: Reports	<p>Personnel Committee: A meeting was held on August 13. Miller apologized for not sending an e-mail to the full board regarding this meeting. Detkowski requested that committee meetings be posted on the library web site in order for the public to view resulting in a larger attendance. Valyi-Hax agreed to do so. Detkowski attended this meeting as an observer. The board questioned whether or not this is acceptable due to the fact that his attendance could be perceived as now having a quorum. Detkowski felt if the public is allowed to attend, then why should a board member be prohibited from attending. It was agreed that Miller will consult the library attorney for resolution.</p>						
	2. Advocacy For Friends	Miller reminded everyone of the need to help find a new board for the Friends of the Library.						
	3. Board Secretary Position	<p>Miller recommended Detkowski for the position of board secretary. Detkowski accepted.</p> <p>Miller stated that we need chairpersons for the various committees. Fortuna suggested that chairs for these committees be eliminated. He feels it works best when all members of a particular committee comment and report out at board meetings. Miller stated there was nothing in the by-laws stating that chairs were required. It was agreed not to have specific chairpersons for the various library committees.</p>						
VIII	Report From Friends of the Library	<p>Jean Viviano spoke on behalf of the Friends. The Friends have requested Donna Folland meet with the library leadership to discuss areas that were identified in survey responses from the library staff as well as the public. Resolution to items identified will be accomplished by the new Friends of the Library board members, which should be in place January 2014.</p> <p>Viviano thanked the library board members for the support and effort being given to help identify new Friends of the Library board members as this is something they continue to struggle with.</p>						

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VIII	Report From Friends of the Library Cont.	<p>The Friends are sponsoring the Michigan History Series in September, October and November at Kezar. They are also sponsoring the Mystery Authors program at Graubner.</p> <p>Friends held a book sale on Family Fun Day at Graubner. Viviano thanked the Children's Department for the space, tables, etc. to make this sale a success.</p> <p>Viviano encouraged all library board members to attend the Friends of the Library board meetings that are held the third Tuesday of the month at 5:45 pm at Kezar. All meetings are open to the public as well.</p>						
IX	Director's Report	<p>I. Valyi-Hax has been selected to participate in Leadership Macomb. Leadership Macomb is an opportunity for members of the business, nonprofit, and government communities to come together to learn about the resources available in Macomb County.</p> <p>II. Valyi-Hax will be out of town on vacation from Saturday, September 14 through Saturday, September 21.</p> <p>III. On Monday, July 22, the Strategic Planning Committee met. This committee was made up of board, staff and community members. This was the final group meeting. The next step is to meet with staff members to come up with goals and objectives to meet the expectations set by the committee.</p> <p>IV. The audit process went very well. The library had representatives from Plante Moran present during the week of July 22-26. They are going to finish their work with an eye towards presenting the financial committee and the full board in September or October.</p> <p>Grandstaff commented that the recording on the library voice mail is very faint and hard to hear. You are also not able to leave a message on the voice mail if it is before opening time. Valyi-Hax agreed to look into this.</p>						

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IX	Director's Report Cont. 1. Department Reports Adult Services	<p>July was a busy month in Adult Services. The Summer Reading Programs for Teens and Adults were in full swing. Full reports of the participants and statistics will be available in the August report.</p> <p>Programs were very successful: Change it up Clutter Control (7/11) had 5 patrons Aces Frisbee Team for teens (7/16) had 21 patrons The Teen Lock-In (7/19) had 26 teens attend Walk Like An Egyptian (7/24) had 61 patrons Family Fun Day (7/27) had 310 patrons enjoying the day Fairy Fun (7/31) had 32 patrons (This was a joint program with the Children's Department)</p> <p>Heather worked hard to make Family Fun Day a success. She expanded activities (including an appearance by Paws, the Detroit Tiger's mascot) and was creative when the rain started; she and the Parks and Recreation people moved the Bounce House inside to the lobby to the delight of children and their parents.</p> <p>The faxing services continue to be popular as 20 faxes were sent. Only one exam was proctored. Seven Outreach visits were made and two online questions were answered. Kathy notarized 4 documents at the end of the month.</p>						
	Children's Services	<p>They had Thrilling Thursdays this past July. Thrilling Thursday is an afternoon program that includes an activity or craft and a short children's movie. They had three of these this past month with 119 attendees.</p> <p>They had drop-in storytime that included a craft. They had six instances for storytime and 98 participants.</p> <p>The Lego Club met and had 38 engineers.</p> <p>The Pokémon group met and had 50 swappers.</p>						

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IX	Director's Report Cont.						
	1. Department Reports Cont. Children's Services Cont.	<p>They held a Fairy craft and had 32 crafters. They thanked Kathy Fannon for running the program.</p> <p>They held a Caldecott and Newbery drawing each week. Caldecott books are award winning books based on illustrations of original work in a picture book for children. Newbery books are award winning books for distinguished contribution to literature for children. They had 201 entries in the drawings. Winners received award winning books for prizes each week. They gave out 25 books.</p>					
	Kezar Branch	<p>The staff at Kezar has been moving collections in order to make room the children's materials donated by the Friends of the Library. The teen collection is now located in the back of the library with Adult non-fiction and audio books. The previous location for teen items is now being used for children's chapter and series books. The music collection is being moved to its own separate location in order to make room for new children's movies.</p> <p>They are looking forward to a great belly dancing class with 10 signed up already. The class will run from Thursday, August 8 – 29 at 6:00 pm. They will be planning similar programs in the future, such as yoga, if turnout is good.</p> <p>Staff participated in the Friends Garden Walk and the Afterglow this year, and they were busy in the morning selling tickets.</p> <p>The tree in the front of the library, facing Church Street, has been injected to help growth and stop the disease and has been trimmed.</p>					
	Technical Services	<p>Technical services processed 988 items for the Graubner Library and 251 items for the Kezar Library in the month of July. There is a scheduled Films@RDL showing of the "Iron Man" trilogy on Saturday, September 28th.</p>					

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	Agenda Item	Motion /Discussion						
IX	Director's Report Cont. 2. Special Report from Children's Services	<p>Michelle Yochim thanked the Friends of the Library for the Dome Theater. They had just under 400 people go through.</p> <p>This past month, they finished off their Caldecott and Newbery drawing. Every summer they have a drawing where children can read either a Caldecott or Newbery book. They can read as many as they want. For each book they read, they notify the librarian who in turn gives them a coupon for the contest. Every week two Caldecott and two Newbery entries are drawn to receive a free book. Caldecott books are more of a picture/illustration type book, whereas Newbery is more of a chapter book. They received 201 entries, which is the largest they have ever had. They gave away 25 books.</p>						
X	Old Business 1. Self-Check Machines	<p>At the April, 2013 meeting, the board agreed to postpone the purchase of a self-check machine for the Graubner Library to the 2013-2014 fiscal year.</p> <p>One machine is by the 3M Company. 3M is the company that manufactures the library's current security system (gates and checkout pads). Other libraries that use it report that it is sturdy, reliable, and works seamlessly with the current setup.</p> <p>The other machines are sold by Bayscan, a reputable company. While other libraries report that the self-check machine (I-CIRC LS-004T) works, there are some concerns that it might not be as sturdy and functional as the 3M model as well as not working seamlessly with the library's current setup. The LIB-4050 model is brand-new, and Valyi-Hax is not in favor of going with a new model, even at a lower price.</p> <p>Valyi-Hax suggested that the library purchase the 3M 8422 R. The combined cost for the first year will be \$9,948 for the machine plus \$5,725 for the media unlocking device for a total of \$15,673. A new unlocking device will be available in about a month for \$4,200, reducing the total cost to \$14,148. Service contract fees are waived for the first year, and will be \$1,544 in the future.</p>						

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X	Old Business Cont. 1. Self-Check Machines Cont.	<p>To compare, the Bayscan would cost \$8,550 for the machine, plus \$300 for installation, plus \$2,750 for the media unlocking device, plus \$1,245 for the annual service contract for a total of \$12,845.</p> <p>Detkowski asked if Technical Manager, William Blevins, would be able to service the machine rather than the manufacturer. Valyi-Hax said no as that is beyond his expertise. Detkowski questioned whether or not these companies would give us a machine for a trial period. He feels that there is a need to gain confidence in their performance and ability. Valyi-Hax stated no, that this is not an option.</p> <p>Grandstaff moved and Beauvais supported motion to purchase the 3M 8422 R unit with the unlocking device for a cost not to exceed \$15,673.00.</p> <p>Roll Call: Ayes: Grandstaff, Meloeny, Miller, Beauvais, Fortuna Nays: Detkowski</p> <p>MOTION CARRIED</p>	Aye	Nay	Aye	Aye	Aye	Aye
XI	New Business 1. Approve Sunday Hours for 2013-2014 2. Approve Board Meeting Dates for 2013-2014	<p>Valyi-Hax provided a proposed list of Sundays for the Graubner Library to be open in 2013-2014.</p> <p>Beauvais moved and Meloeny supported motion to approve the proposed Sunday hours for the Graubner Library.</p> <p>MOTION CARRIED</p> <p>Valyi-Hax provided a draft listing upcoming Board meetings and closed dates for 2013-2014. The holiday closings were negotiated as part of the collective bargaining agreement.</p> <p>Meloeny moved and Detkowski supported motion to approve the draft of the 2013-2014 Romeo District Library Calendar.</p> <p>MOTION CARRIED</p>	Aye	Aye	Aye	Aye	Aye	Aye

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New Business Cont.								
3. Suburban Library Cooperative – Summary of Services and Benefits	<p>Valyi-Hax provided, in the board packet, an explanation of the Suburban Library Cooperative and the benefits that Romeo District Library receives as a member.</p> <p>Valyi-Hax addressed Detkowski’s question asked earlier regarding computer upgrades and replacement. She stated that the SLC determines when to replace computers, determines memory size, etc. The library gets a four year service contract (repair or replace). The SLC has a staggered schedule of which computers require upgrades every four years. Valyi-Hax also commented that half of State Aid goes to the SLC. Every year, SLC allocates a percent back to libraries to be used as needed. The library currently has approximately \$16,000 in the account.</p>							
4. RDL Board Member Representative to SLC Board	<p>Valyi-Hax provided a letter from Tammy Turgeon, director of the Suburban Library Cooperative, requesting that Romeo District Library send a representative to serve on the SLC board from October 2013 through September 2016. Meetings are held once a month (the last Thursday of the month) except for July when no meeting is held. This is an excellent way for a curious board member to get to know board members from other communities, to get to know SLC staff (especially Tammy Turgeon), to learn more about and serve libraries in the county, and to find out more about library issues affecting the state and the country.</p> <p>Grandstaff volunteered to be the Romeo District Library representative to serve on the SLC board.</p>							
5. Approval of Bid to Replace Emergency Lighting	<p>Earlier this year, the Graubner Library burnt out several of its emergency lights because of power outages. (Note: Some emergency lights had already burnt out in the past.) The normal shelf life for these emergency lights is five years. Subsequent meetings with the Washington Township Fire Marshal have shown that the emergency lights that we are using are not holding a test charge for 90 minutes (which is required by code). Some of the lights were not lasting even nine seconds. Also, the new code requires emergency lights in the bathrooms, the electrical room, and them mechanical room. The Fire Marshal said that “he would like to see proper</p>							

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New Business Cont.								
5. Approval of Bid to Replace Emergency Lighting Cont.	<p>emergency lights in these areas, especially the bathroom since they are the building's tornado shelters." The facilities manager solicited bids from local vendors, which were provided in the board packet. Valyi-Hax recommends going with the bid from Jerry & Son's Electric. They are local, Jerry Kygel is the electrical inspector for Washington Township, he comes highly recommended, and his bid comes in at the lowest price.</p> <p>Detkowski voiced concern about the wording of "replace and repair." He felt strongly that no electrical lighting should be repaired, only replaced. It was agreed to table the approval of the emergency lighting bids until the companies involved are given the opportunity to resubmit their bids based on clarified language provided by the library.</p>							
6. Discussion of Personnel Committee Recommendation	<p>The Personnel Committee met on August 13 to discuss an issue with the library director's benefits.</p> <p>Beauvais moved and Detkowski supported motion to revise the director's contract as follows:</p> <p>Be it RESOLVED that the Romeo District Library shall contribute the sum of Ten Thousand Nine Hundred Ten & 40/100 (\$10,910.40) Dollars from funds to be received from the dissolution of the Library's Retiree Health Funding Vehicle to a Health Care Savings Program at the Michigan Employees Retirement System for Kristen Valyi-Hax and that the Library shall contribute the sum of Seventy (\$70.00) Dollars per pay beginning the first paycheck after September 1, 2013 to said account for Kristen Valyi-Hax which latter sum can be increased, decreased or eliminated by the Library in the future, provided Kristen Valyi-Hax signs an Agreement and Complete Release of Liability and an Addendum to her Employment Agreement in a form and containing such terms as the Library Board President, upon advice of the Library Labor Attorney, shall determine.</p> <p>Roll Call: Ayes: Grandstaff, Meloeny, Miller, Beauvais, Detkowski, Fortuna Nays: None</p> <p>MOTION CARRIED</p>		Aye	Aye	Aye	Aye	Aye	Aye
XII	Public Participation	None						
XIII	Adjournment	At 9:10 P.M., Beauvais moved and Meloeny supported motion to adjourn. MOTION CARRIED	Motion	Aye	Aye	Aye	Support	Aye