

**Romeo District Library Board Meeting
Graubner Library 7:00pm
October 9, 2013**

APPROVED MINUTES

			VOTE					
Agenda Item		Motion /Discussion	Vice President Beauvais	Trustee Detkowski	Trustee Fortuna	Trustee Grandstaff	Treasurer Meloeny	President 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: Boerman, Schultz, Valyi-Hax, Heather Van Fleet						
II	Pledge of Allegiance							
III	Introductions	None						
IV	Approval of the Agenda	Fortuna moved and Grandstaff supported motion to approve the revised agenda of the regular board meeting of October 9, 2013. MOTION CARRIED	Aye	Aye	Motion	Support	Aye	Aye
V	Approval of the Minutes	Meloeny moved and Beauvais supported motion to approve the minutes of the September 11, 2013 regular board meeting with the following revisions: Page 3, under Director's Report, Item VI, last paragraph, change last sentence to read "Most board members, but not all, agreed with her summary." Page 4, under Department Reports, Children's Services, last paragraph, change last sentence to read "...a popular character from a children's television show..." MOTION CARRIED	Aye	Aye	Aye	Motion	Support	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. Valyi-Hax pointed out on the Income Report that the percentage in the far right column is incorrect. Michelle Boerman is working with CompuTrain to correct this report. It appears that the Month Beginning is being divided by the Year Beginning, which in turn represents the percentage column. The correct percentage to report would be the Income YTD column divided by the Year Beginning.						
	2. Approval of Vouchers	Beauvais moved and Meloeny supported motion to approve vouchers in the amount of \$146,648.12. MOTION CARRIED	Motion	Aye	Aye	Aye	Support	Aye
	3. Approval of Receipts	Detkowski moved and Grandstaff supported motion to approve receipts in the amount of \$4,606.12. MOTION CARRIED	Aye	Motion	Aye	Support	Aye	Aye

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VI	<p>Financial Issues and Reports Cont.</p> <p>4. Presentation of 2012-2013 Audit by Pamela Hill of Plante Moran</p>	<p>Pam Hill and Amar Rushing, Plante Moran, gave a high level overview of the results of the June 30, 2013 audit. They already had met on Monday, October 7, for a preliminary review with the Finance Committee where they went over the statements in detail. Hill started by thanking the RDL staff for their support and cooperation received throughout the audit. Hill stated that they spent approximately 150 hours on the audit this year.</p> <p>RDL received an unmodified opinion which means it is without modifications. It is the highest level of assurance we can receive from our auditors similar to the unqualified opinion as received in prior years. It does not state whether the library is in a good financial position or not. It merely states that the numbers are materially correct. Rushing went on to briefly review statements highlighting differences in the actual numbers versus the RDL budget.</p> <p>Hill noted under General Fund two items of importance. Property taxes declined from last year by 8%, which she considers significant. Hill suggests working with the communities to get projections as to what those numbers will be in the future. Our property tax revenue is assessed in December of one year yet does not actually become library revenue for two years. If we start seeing an upswing in taxable values, it will not impact the library for two years. Proposal A and Headlee limits the amount of increase that any governmental agency can collect from property tax increases to that of inflation or 5%, whichever is less. While residents may have seen a decrease of property value of 30-40%, the library would not see that turn around money for a very long time due to the 5% cap. Based on current predictions, the library may not get back to the 2008 tax base for 20 to 30 years. It may take only 20 years for Northern Macomb County due to its huge growth potential. This is important to keep in mind as increases in expenses are not limited whereas property tax revenue is. Hill cautioned that if we budget and forecast based on multiple year projections, they must be updated every six to twelve months based on the current situation and assumptions.</p>						

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VI	Agenda Item	Motion /Discussion											
	<p>Financial Issues and Reports Cont.</p> <p>4. Presentation of 2012-2013 Audit by Pamela Hill of Plante Moran</p>	<p>Hill reviewed the Letter to the Board. Only two minor items were noted as the library has implemented the previous recommended changes. The first item involved the year end A/P process. This item has been discussed with Boerman and will be resolved. The second item surrounded segregation of duties. Hill stated that this is difficult and challenging for small organizations. The library has a new general ledger system that allowed access to multiple users. The suggestion is to segregate at least one piece as it relates to disbursements so no one person has the ability to go through the entire cycle. This would allow for a check and balance. Hill stated that the library management is already working on a solution for this item.</p> <p>Hill stated that GASB #68 may have a significant impact on the library in 2015. It will look at actuarial annual accrued liability as far as what is projected and what we will owe in benefits over the life of retirees. It looks at how much the library has funded and determines what the unfunded amount is. The unfunded piece will be shown as a liability on our government wide statements but will not be shown in our general fund. The actuarial valuation year end actually went down this year due to the 2012 contribution. The value of our assets is greater than our projected liability by \$73,880. She stated that the library should be extremely proud of this as this is not the case with most government entities.</p> <p>Hill made a suggestion as it relates to the library's purchasing policy. RDL policy requires annual contracts over \$10,000 be bid every two years unless otherwise approved by the board. She cited two instances where this was not done. The first is Baker and Taylor where RDL purchases in excess of \$10,000 annually. Valyi-Hax stated that bidding was not done as there is no hard contract with Baker and Taylor. The second instance was with Choice Strategies. This company provides the credit card for the employee health care spending accounts. The change to go with Choice Strategies this year was made by our insurance agency, Marwil Associates based on offering more competitive rates. Valyi-Hax agreed to bring these type changes to the board's attention in the future.</p>											

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VII	<p>Report of the President 1. Committee Reviews: Reports</p>	<p>Miller gave highlights of the FOML Trustee Alliance class, attended by herself and Grandstaff at the Clinton Macomb Library on October 4th. She passed out a list of bullet items she found to be of most interest. Miller commented on a booklet entitled "Michigan Public Libraries Data Digest" that she provided to all board members. She felt it was of great benefit and suggested it be made available to library patrons. Valyi-Hax agreed to check into availability.</p> <p>Miller went on to explain how librarians will be assisting patrons with access to the Affordable Health Care Act web site. She stated that certain libraries will be staffed by government employees to assist patrons in filling out forms, etc. She asked if RDL would be interested in becoming one of these libraries with government employees on staff. Valyi-Hax stated she would talk to the librarians regarding this issue for their input.</p> <p>It was agreed to postpone to next month's meeting a discussion on the Quality Service Audit due to the length of time needed.</p> <p>Miller received the self-evaluation by Valyi-Hax on October 4th. She requested that all board members turn in their director evaluations by October 16th. Because he is relatively new to the board, Grandstaff requested copies of previous evaluations. As the FOIA coordinator, Valyi-Hax agreed to provide these by October 11th. Beauvais also suggested new members review previous board meeting minutes to get a feel for additional ideas. Suggested meeting time to review the consolidated version of the director's review is tentatively scheduled for Wednesday, October 23 at 4:00. It will be a closed session meeting. Miller will contact the RDL attorney for attendance to this meeting as the director contract is expiring.</p>						
VIII	<p>Report From Friends of the Library</p>	<p>Jean Viviano thanked Grandstaff for attended the Friends of the Library September 16th meeting hosted by Donna Folland. Viviano attended the Friends of Michigan Libraries workshop, "Follow The Yellow Brick Road: New and Different Paths For Library Friends" on October 3 from 9:00 – 3:00 pm. 77 people were in attendance. Friends held a used book sale on October 5th at Kezar. They will hold another sale on October 12th also at Kezar. The Friends are selling tote bags for \$12 each as a fund raiser. You can purchase them at either Graubner or Kezar libraries.</p>						

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IX	Director's Report	<p>I. Valyi-Hax had an update from Craig Bryant at RETC regarding the remaining benches from Kezar. He has four students working on them. The paint has been removed where they discovered more rot than they expected. They've cut replacement sections to size and are attaching them.</p> <p>II. On October 2, four staff members and Valyi-Hax attended a workshop hosted by The Library Network titled "Hello? Do You Know We're Here? Making Your Library's Presence Felt in Your Community." It was an informative half-day session that included information about community partnerships, community engagement, and low-cost marketing ideas.</p> <p>III. Valyi-Hax reached out to the new Romeo DDA Director, and she is looking forward to getting to meet her and talk about ideas about how we can work with them.</p> <p>IV. Some bills that could affect libraries are being monitored by the Michigan Library Association. HB 4887 introduced by Rep. Dan Lauwere (R-Brockway) limits all millages to the November election. MLA and GCSI (MLA's lobbying firm) have had preliminary discussions with groups such as the Clerks Association who are also opposed to this legislation. The bill has been referred to the committee on Elections and Ethics, chaired by Rep. Lisa Posthumus Lyons (R-Alto). MLA and GCSI spoke with Committee Chair Lyons who indicated that she has no plans to schedule the bill for hearing anytime soon. HB 4363 is legislation addressing the Open Meetings Act. Currently all decisions of a public body must be made at a meeting that is open to the public. The amendment would require members to be physically present at the meeting before they could cast their ballot.</p>						

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IX	Director's Report Cont. 1. Department Reports Adult Services	<p>School is back in session, so homework help requests are once again keeping the librarians busy.</p> <p>Programming had a great month. Glen's D-Day program had 26 patrons enjoy World War II information. Book groups ran average numbers with 9 for the Tuesday group and 7 for Make Mine Murder. Kathy's Mystery Comes to Michigan had 63 participants (including the presenters), and Dominic's program on the Toledo War had 18 patrons.</p> <p>Other services offered included 30 faxes sent, 14 Outreach visits made, 1 test proctored, and 14 online questions answered.</p>						
	Children's Services	<p>The Lego Club met this month and had 25 little engineers attend.</p> <p>They resumed their partnership with Macomb Family Services and had the literacy playgroups begin this month. LaDon Williams of Macomb Family Services – Romeo office conducts the playgroups and models parenting strategies with literacy, nutrition and movement all under the umbrella of a playgroup. The group met twice this month and had 56 attendees.</p> <p>They have attended a conference on the new Common Core for education of children from Kindergarten through 12th grade.</p>						
	Kezar Branch	<p>The majority of the Friends materials have now come in to Kezar. Patrons are enjoying the variety of new materials for children and teens. Thanks again to the Friends of the Library and to Tech Services.</p> <p>Kezar hosted the first of the Friends of the Library's Three Months of Michigan programs with Postcards to Michigan's Past. The presentation was great and Stacie is excited to have Dianna Stampfler come back this month to present Ghost Towns of Michigan on Thursday, October 24 at 6:00 pm.</p>						

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	<p>Director's Report Cont. 1. Department Reports Cont. Kezar Branch Cont.</p>	<p>Stacie attended a discussion group online that focused on online based reader's advisory. She is interested in building an online reader's advisory and is currently researching how they may be able to offer this service at the library.</p> <p>Chuck is working on building relations with the local preschools, including Head Start and Croswell classes, Grace Lutheran Preschool and others to conduct storytimes, assist the teachers and caregivers with early literacy awareness and beginning to acquire interest and materials to build a program on early literacy for parents.</p>					
	<p>Technical Services</p>	<p>Technical Services processed 1,109 items for the Graubner Library and 382 items for the Kezar Library in the month of September. The Films@RDL showing of the "Iron Man" trilogy on Saturday, September 28 had 15 attendees. The department has almost completed a reorganization of the Blu-Rays, DVD's and video games.</p>					
	<p>Facilities</p>	<p>1. We have been working with Systemp since last year to finish up the control issues on both the RTU's for Graubner. The fine tuning for the morning warm up needs some more attention. We are anticipating doing this end of October early November. The outstanding bill is \$5,130.00.</p> <p>2. Kezar air unit #2 has a leak in the refrigerant. Ben has a quote to get it fixed, however, he is asking for clarification on one of the line items and the price. Currently the total price is \$775.00.</p> <p>3. Kezar main sewer discharge is leaking. This is something that needs to be addressed sooner than later. Up until now, the leak has not been that bad. But it has been slowly getting worse and Ben's concern is that it could let go and we will have a lot bigger issue if it does. The cost to repair is \$2,200.00. Valyi-Hax has given approval. Ben called the company and they will be doing the job on October 8.</p>					

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	<p>Director's Report Cont.</p> <p>1. Department Reports Cont. Facilities Cont.</p>	<p>4. Library Design sent out an employee named Bill on September 23. He did an inventory on what needs to be moved. On September 24, Andy and Tony came out and looked over the job requirements and did some measurements.</p> <p>5. Emergency lighting will begin on Friday, October 18 and finish up on the next Friday, October 25. The lift will be delivered October 16 or 17. Lights have been ordered and the supply house expects them the second week of October. The Fire Marshal and the Assistant Fire Chief have been informed of the progress.</p>						
	<p>2. Special Report from Adult Services</p>	<p>Heather conducted an online overview of the Michigan Legal Help web site. The site was created by a Michigan Supreme Court Judge who felt that there were not enough free resources for individuals doing self representation. Michigan is one of the few states where individuals have the constitutional right to represent themselves. Librarians were contacted for input based on types of questions they receive on a daily basis for finding legal help. This site is completely funded by the Michigan Bar Association. Heather highlighted the various tools available to our patrons.</p>						
X	Old Business							
	<p>1. Self-Check Machines</p>	<p>The 3M Self-Check machine is being built. As of October 4, Valyi-Hax does not have a delivery date.</p>						
	<p>2. Approval of Bid to Replace Emergency Lighting</p>	<p>As noted in the Director's Report, the selected company will be at Graubner on October 18th and 25th to replace the emergency lighting.</p>						
	<p>3. MERS</p>	<p>All of the necessary forms have been sent in to MERS to take care of the Retirement Health Care Savings Plan, and payments have begun being sent.</p>						
	<p>4. Employee Handbook</p>	<p>Valyi-Hax heard back from Malcolm Brown on October 4. He is planning to get her a final version early next week. The goal is to begin distributing these in late October or early November (Strategic Planning and day-to-day library operations are priority for the next couple of weeks).</p>						

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X	<p>Old Business Cont.</p> <p>5. Strategic Plan</p> <p>6. New Carpet for Graubner Library</p>	<p>Valyi-Hax has been meeting with William Blevins, Stacie Guzzo, and Heather VanFleet to outline goals and objectives based on nine service responses that the Strategic Plan Committee voted on as the highest priorities for the library. They plan to bring in other staff members where appropriate. As they complete the goals for each service response, Valyi-Hax is compiling them, which will make writing the final report easy. The board Strategic Plan committee is planning a meeting for late October or early November where we will have a draft to review.</p> <p>As noted in the Director's Report, employees of Library Design Associates came to the library to take measurements and look over the scope of the job. Valyi-Hax is waiting to hear from Chris deBear to get a report on the next steps to take which she will forward to the board as soon as she receives it.</p> <p>Valyi-Hax provided the board with a quote she had just received from Library Design. Miller requested the board be given additional time to review the data within the quote and table further discussion until January. It was also decided to begin solicitation of additional bids at the end of December or the beginning of January.</p>						
XI	<p>New Business</p> <p>1. Graubner Drop Box</p>	<p>After reviewing the matter with several staff as well as reviewing the patron comment cards, we have had no patron complaints about the location of the drop box in the last year, or even in the past few years. While it is true that it is not immediately intuitive, it is the best year-round location for ease of use by patrons (it is accessible by the driver's side) while still mostly protecting the library's materials and the library's staff from the elements (there is an overhang on the rear of the building). The location also allows for a second, smaller drop box to be located nearby, which is necessary when the library is closed for more than a few overnight hours.</p> <p>Valyi-Hax suggested repainting the arrows on the blacktop to make them more visible to patrons.</p>						

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XI	New Business Cont.							
	1. Graubner Drop Box Cont.	<p>Detkowski voiced concern regarding safety and security of patrons returning books in the back of the building. Detkowski suggested that the drop box be moved to the front of the building right in front of the door. Valyi-Hax stated that there would be an increase in traffic in the front of the building causing a potential safety issue. Meloeny agreed that having the book drop in the rear reduces traffic of pedestrians in the front of the building. The staff would also have to be exposed to the elements while bringing in a large cart of books through the front door.</p> <p>Valyi-Hax asked Ben Pollock for his opinion of the location of the book drop. He felt that if the drop box were moved to the front of the building, patrons would opt to park in the no parking zone rather than in a parking space because it would be easier when exiting their cars. The potential of hitting a child or other pedestrian increases making it more of a safety hazard.</p> <p>Miller stated that the board needs to allow the director to make the decision as to where the book drop should be located.</p>						
	2. Renewal for Trustee Liability Insurance Cont.	<p>On October 8, Valyi-Hax received an e-mail from the company that handles the Directors and Officers and Employment Liability Practices insurance. It stated that the insurance expired on October 31 and that they needed to receive information from us by October 15 to renew it. Valyi-Hax immediately called out agent. After expressing her disappointment at the timing, she was able to work out the logistics, and the company generated a quote the same day. The amount is \$7,302 for a \$2 million shared limit for liability with a \$5,000 deductible. Last year's amount was \$7,054. Valyi-Hax recommended that the board renew the insurance this year, and next year, explore other companies.</p>						

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XI	New Business Cont. 2. Renewal for Trustee Liability Insurance Cont.	Beauvais moved and Fortuna supported motion to issue a check to cover renewal of our Directors & Officers and Employment Liability Practices insurance with the intent to bid out for competitiveness next month. Roll Call: Ayes: Beauvais, Detkowski, Fortuna, Grandstaff, Meloeny, Miller Nays: None MOTION CARRIED	Motion	Aye	Support	Aye	Aye	Aye
XII	Public Participation	None						
XIII	Adjournment	At 9:25 pm, Fortuna moved and Meloeny supported motion to adjourn. MOTION CARRIED	Aye	Aye	Motion	Aye	Support	Aye