

Regular Meeting
July 11, 2007
7:00 PM Graubner Library

Board Members Present: Suzanne Wilson, Anna Reiz, Helen Sergott, Kathy Eubank, Evva Schuster

Board Members Absent: Julie Yelick-Miller

Staff Present: Linda Feher, Marjorie Harrison, Dolores Goldun, William Blevins

Others Present: Dave Thompson, Dave Thompson Jr. – Thompson Thermol-Temp

Vice-President, Eubank called the meeting to order at 7:00 PM.

INTRODUCTIONS:

No introductions were necessary.

APPROVAL OF AGENDA:

Eubank requested that Employee Recognition Award be moved to the beginning of the agenda after Public Participation and add Kezar Parking Lot under New Business. Harrison requested that Levy Millage Rates be tabled until the August meeting.

Wilson made a motion supported by Reiz to accept the amended agenda. Ayes: All. Nays: None. Motion passed.

APPROVAL OF MINUTES:

Sergott made a motion supported by Schuster to approve the minutes of the June Regular meeting. Ayes: All. Nays: None. Motion passed.

Sergott made a motion supported by Wilson to approve the minutes of the June Closed Session. Ayes: All. Nays: None. Motion passed.

PUBLIC PARTICIPATION:

There was no public participation.

EMPLOYEE RECOGNITION AWARD:

Director Harrison presented the annual 2007 Award of Excellence to Dolores Goldun, Library Assistant in the Technical Services Department. Her supervisor, William Blevins, presented her with bouquet of flowers.

FINANCIAL REPORT:

May 31, 2007 Balance	\$2,393,189.54
June 30, 2007 Revenues	26,150.79
June 30, 2007 Expenditures	<u>180,975.56</u>
June 30, 2007 Balance	\$2,238,364.77
Debt Service Fund Balance June 30, 2007	156,729.75

Eubank asked why we hadn't received the revenue sharing funds from the Village of Romeo yet.

Schuster made a motion supported by Wilson to accept the Financial Report. Ayes: All. Nays: None. Motion passed.

LIBRARY BILLS:

Wilson made a motion supported by Eubank to pay the July bills. Ayes: All. Nays: None. Motion passed.

PRESENTATION OF ENERGY AUDIT:

Dave Johnson of Johnson Thermol-Temp gave a presentation regarding the results of the energy audit his company conducted on the library's heating and cooling system. His findings showed that the system was very inefficient resulting in energy bills that he would estimate to be 30-40% higher than normal. He stated that the basic system that was installed when the building was built was fine and that the boiler was also fine, but the control system was cumbersome and the programming that was set up was inefficient. His recommendation was that they install a new Honeywell Tritium control system that can be remotely monitored by Johnson. His other recommendation was that they install two new humidifiers because the current humidifiers are costly to maintain. He recommended Aprilaire humidifiers be installed which are almost maintenance free and come with a five-year warranty.

The Board requested that Johnson prepare a proposal to bring to the Board at their next regular meeting.

PERSONNEL COMMITTEE'S REPORT:

Wilson informed the Board that the Personnel Committee had screened the resumes that were received. The committee proposed that the Board have a Special Meeting to interview candidates on July 21st starting at 9:00 AM devoting one hour per interview.

Harrison stated that she had completed a preliminary draft of an evaluation form for Unit 91 and that form will be passed on to the Union Stewards for their perusal.

The Committee stated that there are a few people on staff who are not dressing appropriately for their positions, but they had decided to table the discussion of a dress code until the next meeting.

Schuster made a motion supported by Reiz to send the library's policy manual to the attorney for revision. Ayes: All. Nays: None. Motion passed.

Harrison informed the Board that the unemployment hearing that was attended by her, Feher, Gunter and Sergott was held on Monday, July 9th and there would be a determination made within 30 days.

DIRECTOR'S REPORT:

Mission Statement - Harrison informed the Board that she had concluded interviewing for the two Branch Specialist positions. She stated that interviewing had not begun for the full time Technical Services position, but that two internal candidates had applied. She also informed the Board that a tentative candidate for the Adult Services Librarian position had been chosen, pending checking of references.

Sergott made a motion supported by Schuster to ask the Director to request that Kathy Fannon form a three-person committee to come up with suggestions for a new mission statement to present to the Board. Ayes: All. Nays: None. Motion passed.

Donor Request: Sergott made a motion supported by Reiz to approve up to \$6,000 to be taken out of the Capital Improvement account to match a donor's contribution to redesign the reading area near the fireplace in the Adult Services area. Ayes: All. Nays: None. Motion passed.

NEW BUSINESS:

Sunday Schedule – Harrison submitted a schedule of Sunday openings for 2007/2008 for Board approval. Schuster made a motion supported by Reiz to accept the schedule of Sunday openings. Ayes: Eubank and Schuster. Nays: Wilson, Sergott and Reiz. Motion failed.

Sergott requested that Mother's Day be added to the list of open Sundays. Wilson made a motion supported by Sergott to approve the Sunday Openings Schedule with the addition of May 11, 2008. Ayes: All. Nays: None. Motion passed.

Sergott made a request that with the revision of the personnel manual, a change be made in the policy to close early on the day before holidays.

Acceptance of Financial Policy and Fiscal Agents – Sergott made a motion supported by Wilson that the Board continue with Huntington, National City and Edward Jones as the fiscal agents for the library. Ayes: All. Nays: None. Motion passed.

Kezar Parking Lot – Eubank read a letter that was received from the First Congregational Church regarding sharing the cost of maintaining the parking lot that is used by the Romeo Post Office, the Kezar Branch and the Congregational Church. Eubank stated that they will ask a representative of the First Congregational Church to attend the next regular board meeting on August 8, 2007.

Wilson made a motion supported by Reiz to adjourn the meeting. Ayes: All. Nays: None. Motion passed.

Meeting adjourned at 8:45 PM.

Evva Schuster
Board Secretary

Linda Feher
Recording Secretary

