

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

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

Board Members Absent: Julie Yelick-Miller

Staff Present: Marjorie Harrison, Linda Feher

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

Harrison introduced new staff members Ed Adams, Adult Services Librarian, and Stacie Narlock, Kezar Branch Librarian to the Board members.

Sergott requested that the agenda be amended to add letter c. Update on ADP Payroll System under New Business.

Wilson made a motion supported by Schuster to adopt the agenda as revised. Ayes: All. Nays: None. Motion passed.

Schuster made a motion supported by Reiz to accept the minutes of the April 14, 2007 regular meeting. Ayes: All. Nays: None. Motion passed.

There was no public participation.

FINANCIAL REPORT:

March 31, 2007 Balance	\$2,503,902.53
April 30, 2007 Revenues	10,196.62
April 30, 2007 Expenditures	<u>151,515.32</u>
April 30, 2007 Balance	\$2,362,583.83
Debt Service Fund Balance April 30, 2007	119,804.11

Harrison stated that the summer newsletter will cost about \$3,000 which would put the library over budget for the Public Relations account. She also noted that Kezar Utilities account would most likely go over budget as would the Maintenance Account. She suggested the Board move \$2,500 from the Professional Services account to the Public Relations account, \$3,000 from the Supplies Account to the Kezar Utilities Account, and \$4,000 from the Repairs account to the Maintenance account.

Sergott made a motion supported by Wilson to make the recommended budget adjustments. Ayes: All. Nays: None. Motion passed.

Sergott informed the Board that Washington Township had told her there would be a tax refund due DTE of approximately \$14,000 and another for approximately \$4,500 to Meijer, though she didn't know when that would occur, but suspected it would occur in the next budget year. She suggested that Harrison formally request in writing from the Assessor's Office and the Clerk's office that they notify the Library as soon as they are aware of the possibility of a tax refund so the Library can plan for them in advance. Harrison informed the Board that she had still not heard anything from Bruce Township on the status of the Ford tax refund.

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

Wilson made a motion supported by Schuster to pay the library bills for the month of May. Ayes: All. Nays: None. Motion passed.

Wilson told the Board that the Personnel Committee had met the prior week and discussed various proposals for the supervisors' performance evaluations. Harrison reported that she had not completed her review of the proposals yet. The Personnel Committee was also working on restructuring the employee surveys so that they would be ready for distribution to the staff at their in-service on June 1st. She stated that they had wanted to make changes in the Director's job description, but because of time constraints, they would use the current one for now and use the same evaluation tools as had previously been used. Once all completed evaluations were received from Board members, department heads and union stewards, the aggregate results would be compiled in time to present them at the June meeting. She requested that an agenda item be added to the June agenda for the Director's evaluation.

DIRECTOR'S REPORT:

Harrison pointed out that the circulation report indicated that in-house use went down but actual checkouts and renewals increased at Graubner. She reported that Ed Adams had been doing extensive, long overdue weeding which was reflected in the high number of deletions on the cataloguing report.

Wilson asked Harrison if the people counter was working properly and she said she hadn't heard any circulation staff members mentioning anything unusual about the numbers. Sergott suggested that circulation staff could check at each shift rather than only at the end of the day in order to spot problems with the people counter.

Schuster pointed out the new book group begun by Stacie Narlock at Kezar and the increase of circulation of DVD's at Kezar. She also suggested setting up a "New" section for items that might catch the attention of the teen crowd that frequents Kezar.

Harrison has requested that Johnson Thermol Temp attend the next regular meeting along with Ben Pollock to give the Board their final report and proposal on the energy audit that they have completed at Graubner.

Harrison informed the Board that the mold inspection at Kezar was completed and a detailed report would be sent to her by the company shortly, but that the initial, basic report indicated that the tests showed no considerable problems with mold.

Harrison informed the Board that she was meeting with Jen-Bec Construction on Friday, May 11th to discuss the renovation of office space.

OLD BUSINESS:

Planning Retreat: Harrison told the Board that she talked with Charlaire Ezell informing her that the Board had voted to hold the retreat on June 23rd from 9-3:30 and Charlaire was unhappy with the amount of time allotted. Sergott reported that she felt it was important to mend fences with the three municipalities and that township officials had indicated to her that an evening would be more convenient for them to attend. Sergott suggested they change the retreat to Wednesday evening, June 27th from 3:00-9:00 PM so that more township officials could attend.

Schuster made a motion supported by Wilson that the Board change the date of the planning retreat to Wednesday evening on June 27th from 3:00 PM to 9:00 PM. Ayes: All. Nays: None. Motion passed.

Kezar Elevator: Harrison presented a price comparison sheet that Pollock had put together with prices from two other elevator service companies in addition to the price currently paid to Schindler Elevator. This was in response to Schindler's informing Harrison that they would no longer service Kezar's elevator unless the Library upgrade from a single bottom to a double bottom elevator. The comparison sheet also showed all three companies' prices per hour for service outside a normal maintenance contract. Pollock's recommendation was that the Board choose Detroit Elevator.

Sergott made a motion supported by Wilson to obtain the services of Detroit Elevator at an annual cost of \$400 as recommended by the Library's Facilities Manager. Ayes: All. Nays: None. Motion passed.

The Board requested that Harrison have written confirmation from Detroit Elevator that they will service the elevator with the current single bottom.

NEW BUSINESS:

Janitorial Service Contract: Harrison recommended that the Board continue to use Kristel Cleaning for cleaning both the Kezar and Graubner libraries. She said both contracts would begin June 1st and it would be a two-year contract but the cost would be

less per year. Kristel Cleaning also offered to steam clean Kezar's carpet for free if the Board approves the contract. The Board asked if Harrison was satisfied with their services and she stated that there had been some minor issues, mainly with their misunderstanding of the alarm system, but that overall they were very easy to work with and made every effort to correct any problems pointed out to them.

Sergott made a motion supported by Wilson to approve a two-year janitorial service contract for both Graubner and Kezar including the free steam cleaning of the Kezar carpeting by Kristel Cleaning. Ayes: All. Nays: None. Motion passed.

Draft Budget: The Budget Committee met prior to the regular Board meeting and Eubank stated that they expected a 7-10% decrease in revenue for the next fiscal year. Harrison stated that with the approximately \$318,000 in tax refunds, even though there was a cash reserve which was set aside for those to be paid, expenditures would still exceed revenues next fiscal year necessitating some serious budget cuts.

Sergott reported that we could possibly be eligible for Community Block Grant funds to use for the repair of the ramp at Kezar, but we have to get on the list indicating we are interested in obtaining some funds. It was suggested that administration contact foundations such as the Four County Foundation, the Carnegie Foundation and the Kellogg Foundation and look for grant money. Eubank mentioned that the Children's librarian was supposed to give her information on any specific children's programs that could be paid for with Graubner Foundation funds, but after several requests she had never received the information from the Children's department. Reiz suggested adding an insert with the newsletter for people who wish to donate.

Harrison stated that she would like to expand the newsletter space which would cost more. Sergott suggested we could decrease the type to fit more text in, and Wilson stated that we could save money on the newsletter if we went to an electronic newsletter. It was also suggested that a line could be included on patron applications asking if they wished to receive our newsletter via email.

Sergott requested an update on how the new ADP payroll system was working and Harrison stated that there had been challenges with it initially and that the scheduling portion was now in place. Feher stated that most of the staff was doing a very good job with their daily punches, with the pages being the best group, but that the department heads seemed to be having the most difficulty with remembering to punch in and out for lunch or in and out for the day or using the correct box for their lunch punches. Feher also stated that when the three components of the system are used correctly the system works very well and payroll goes very smoothly. Sergott suggested that they make the staff aware that the Board is upset that it is taking time away from other jobs to follow up on those people who continually miss punches, and they are seriously considering advising staff that paychecks will be affected if punches are missing. Schuster stated that department heads should be setting a good example for their staff.

Sergott made a motion supported by Reiz to adjourn the meeting. Ayes: All. Nays: None. Meeting adjourned at 8:24 PM.

Evva Schuster
Board Secretary

Linda Feher
Recording Secretary