

Regular Meeting  
January 9, 2008

Board Members Present: Kathy Eubank, Anna Reiz, Suzanne Wilson, and Julie Yelick-Miller.

Board Members Absent: Evva Schuster, Helen Sergott

Others Present: Mary Elizabeth Harper (RDL Director), Stephen Schultz (the Library attorney), Maureen Swanwick, William Blevins, Ben Pollock, Bethanie Connors, James Harper, Michael LeBuhn and Sue Hoard

President Yelick-Miller called the meeting to order at 7:07 p.m.

**INTRODUCTIONS:**

The Board members introduced themselves to the public.

**APPROVAL OF AGENDA:**

Wilson requested that the Board take the agenda items out of order and that they have a closed session with the library attorney first to review a confidential legal opinion that was pending. She also requested that they do the review and approval of the minutes as the last item on the agenda.

Yelick-Miller requested adding "Financial Processing" under New Business, although Eubank said she felt all of the Finance Committee should be present for that (one member was missing).

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

Wilson made motion supported by Reiz to enter into closed session to review a confidential legal opinion that has been provided to the Board.

Roll call: Ayes: Wilson, Reiz, Yelick-Miller, Eubanks. Nays: None. Motion passed unanimously.

Meeting entered into closed session at 7:12 p.m.

Motion to resume meeting made by Eubank. Seconded by Wilson. Roll Call: Ayes: Eubank, Wilson, Reiz, Yelick-Miller. Nays: none. Motion passed.

Open session of meeting resumed at 7:54 p.m.

Wilson made a motion supported by Reiz that the Board vote to accept the separation agreement as discussed in the closed session between the Romeo District Library and Linda Feher as presented to the Board and that the Chair be authorized to execute the separation agreement.

Roll call: Ayes: Wilson, Reiz, Yelick-Miller, Eubank. Nays: None. Motion passed unanimously.

### **APPROVAL OF MINUTES:**

This was set aside until the end of the meeting.

### **PUBLIC PARTICIPATION:**

There was no public participation.

### **FINANCIAL REPORT:**

November 30, 2007 Balance:	\$ 1,297,397.86
December 31, 2007 Revenues:	59,510.21
December 31, 2007 Expenditures:	139,842.80
December 31, 2007 Balance:	1,217,065.27
Debt Service Fund Balance December 31, 2007:	165,264.38

Harper handed out copies of the debt service report to the board members. Yelick-Miller asked if the Huntington Bank general fund of \$278,000 was one account or two. Harper stated she thought it was one but she would confirm with the bank. Yelick-Miller recommended that the account should be split into two accounts if it was not already, since the FDIC only covers accounts up to \$100,000.

Harper pointed out that the magazine racks had cost \$12,000, but \$6,000 of that had been covered by a donation by the Donald Macfarlane family.

Wilson made a motion supported by Reiz to accept the financial report. Ayes: All.

Nays: None. Motion passed.

### **LIBRARY BILLS:**

Reiz made a motion supported by Wilson for the bills to be paid. Ayes: All. Nays: None. Motion passed.

### **DIRECTOR'S REPORT:**

Harper reported that the insurance claim for the stolen patio furniture had been filed on 18 December 2008 and that she had called on 8 January 2008 to confirm that the library will be receiving a check for \$680.00. This is minus the \$1000 deductible. Harper would like to wait until it gets closer to warmer weather before ordering replacements, at which time the library can submit a claim to the insurance company for the difference.

Harper stated that, because she is mindful of the library's finances, she will not be attending the Public Library Association Conference in Minneapolis in March.

Harper reported that the Supervisor's review form has been completed and approved by the union. She distributed copies to the Board members.

Harper reported that the cosmetic repair to the pillar inside Adult Services is scheduled to be done on Friday morning 11 January 2008, starting at 4:00 a.m. She also stated as noted in the written report that she had asked the Washington Township building inspector to double-check to make sure this was the correct solution. The cost of the repair will be \$495.00.

Harper informed the board that at 9 a.m. on Thursday 10 January 2008 Audio Sentry will upgrade the Kezar system from analog to digital. The charge to the Romeo District Library will be approximately \$350.00, and the upgrade is necessary in order to keep the security system functioning. At the same time, Audio Sentry will present a quote for panic buttons for the remote areas of both buildings.

Harper reported that no newsletter had been printed for November/December/January in order for Harper to get a handle on the process. She proposed skipping February and preparing a newsletter for March/April/May followed by a June/July/August newsletter. Harper stated that she had contacted a graphic design business, which will design a new brochure describing library programs, and print 1,000 copies, for a total cost of \$680.00 (\$360.00 to design the brochure, and \$320.00 for printing the 1,000 copies).

The graphic designer will also, for another \$360.00, design the template for the newsletter. This \$360.00 does not include printing costs and Harper is working on getting a quote for the printing costs. The current costs for printing and postage is approximately \$3000 each time.

The total cost of designing the brochure, printing 1,000 copies of the brochure, and designing the newsletter template is \$1,040.00.

Commissioner Don Brown was expected to address the meeting this evening regarding the future of Macomb County Library. Harper had put together some relevant information and passed out copies to the Board in preparation for Commissioner Brown's presentation.

Harper pointed out that the lease on the staff copier was due to end in about a month and she proposed that, instead of replacing the color copier the Community Relations Specialist had been using, the library upgrade the lease on the staff copier - adding color copies and networked scanning - the cost of which would be an extra \$20.00 per month but would provide more versatility. The copier would also be able to do 11" x 17" copies and is also able to handle high volume. The recommendation for this copier came from staff member Blevins in response to research he had done at the behest of Harper. The library would be able to offer color copies to the public, a request that came up in the survey. The staff would make the copies for the patron. Harper recommended the cost of the color copies should be \$1.00 per copy.

Reiz made a motion supported by Wilson that the library charge \$1.00 per copy for color copies. Ayes: All. Nays: None. Motion passed.

Harper mentioned that Johnson Thermal had quoted \$3000.00 to add additional separate controls for the L-shaped area covering the three new offices and around the corner up to and including the staff kitchen. The new thermostat is currently in the Director's office

that controls the three new offices, the kitchen and the two offices near the kitchen. Rather than paying the \$3000 for separate controls, Harper asked that the policy requiring the door to the Director's office be kept locked when the Director is not in there be amended so that staff can have access to the thermostat if needed. She indicated she would be sitting down with the managers to discuss the parameters regarding access to the thermostat. Wilson made a motion supported by Eubank to amend the library policy requiring the Director to keep her door locked when she is not in her office to state that the Director be allowed to leave her door open during business hours providing her confidential files are kept in a secured area. Ayes: All. Nays: None. Motion passed.

Harper reported that the Suburban Library Cooperative is working to establish a separate entity to handle automation in the event the state discontinues funding of cooperatives and so that those member libraries that use the shared automation system can continue to do so. Harper recommended that the library investigate whether or not this will be the library's best option before signing. Harper has requested a list of costs from the Cooperative. Currently, the only viable alternative is the Polaris system, which is used by the Clinton-Macomb Public Library and which Troy Public Library is also looking at. Harper will collect the necessary information for the Board to make their decision. Eubank asked if this would affect the library's computer services. Harper replied that it would since we get good discounts on computers from the Cooperative.

Wilson recommended that Harper provide an update for the next meeting of the progress she has made towards her goals, and that the full board evaluation would be done at the anniversary date. All agreed.

Harper mentioned a letter she had received from Samaritan House in Washington thanking the library for the support they received through the fine amnesty program. The box continues to reside in the lobby for patrons to place items to go to Samaritan House.

Harper also passed around a copy of the Romeo District Library \$250.00 advertisement in the 2008 Community Directory put out by the Greater Romeo-Washington Chamber of Commerce.

Harper mentioned that the library had sent out requests for three bids for repairs to the carpeting in the Adult Services area, the area behind the circulation desk, the loose seam in the lobby and an area in the meeting room, and received two bids back. Both bids used the exact same carpet. Harper advised that the board accept the lower of the two bids. The board members agreed and Harper will contact World of Floors to repair the carpeting.

#### **OLD BUSINESS:**

The complaint from a Ray Township resident has been resolved.

#### **NEW BUSINESS:**

COUNTY COMMISSIONER DON BROWN:

Commissioner Brown was unable to attend the meeting.

**FINANCIAL PROCESSING:**

Yelick-Miller expressed concern with the ability to get the December bills done in a timely manner and to arrange complete board packets for meetings now that the Assistant to the Director has departed, and what the Board can do to assist the Director in this matter. The Board needs to decide what options to pursue now that the Assistant to the Director has departed, and how to allow the Director to proceed in the interim. A date needs to be set for Harper to meet with the Finance Committee before the February board meeting in order to discuss and determine the best course of action. Eubank stated she preferred all three members of the Finance Committee be available before a permanent solution was decided upon. Temporary solutions were discussed, and Harper will talk to Washington Township, Bruce Township and the Village of Romeo about options and possible help from them. Eubank recommended using AccounTemp. Harper is authorized to seek temporary help and to seek bids for options to replace financial tasks previously performed by the Assistant to the Director. The bids are to be sealed bids that will be opened at the next Board meeting. The Director is to put a package together of what she will need this person/party to do. An information package is to be sent to the absent member of the Finance Committee for her input.

**APPROVAL OF MINUTES:**

Eubank questioned whether the sign in sheet should include everyone present at the meeting (except the Board) or should it only include those members of the public who wish to speak at the meeting. Yelick-Miller pointed out that everyone at the Bruce Township meetings are asked to sign in. Harper will check into this.

Wilson made a motion supported by Reiz to adopt the abbreviated minutes from the December Board meeting prepared by staff member Marissa Goodell. Ayes: Yelick-Miller, Reiz, Wilson. Nays: Eubank. Motion did not pass at this time. Minutes will have to wait until next meeting to be approved.

Wilson withdrew above motion.

Wilson made a motion supported by Reiz that all future meeting minutes should be streamlined to reflect Robert's Rules of Order. Eubank felt this should have full Board approval. Ayes: Yelick-Miller, Reiz, Wilson. Nays: Eubank. Motion did not pass.

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

Meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Evva Schuster  
RDL Board Secretary

Maureen Swanwick  
Recording Secretary