

ROMEO DISTRICT LIBRARY
BOARD OF TRUSTEES

OFFICIAL MINUTES

Romeo District Library Board

Regular Meeting Minutes
December 4, 2008

Board Members Present: Julie Yelick-Miller, Kathy Eubank, Helen-Veronica Sergott, Suzanne Wilson, and Evva Schuster.

Board Member Absent: Anna Reiz.

Staff Present: Mary Elizabeth Harper (RDL Director), Colleen Fabera (RDL Administrative Assistant).

Others Present: William Blevins, Susan Brockmann, Kathy Fannon, David Johnson, Sr., David Johnson, Jr., Jerry Kreigle.

President Yelick-Miller called the meeting to order at 7:30 P.M..

INTRODUCTIONS:

The Board welcomed the public in attendance to the meeting and introduced themselves.

APPROVAL OF AGENDA:

Sergott requested to change XI to: Closed Session, Union Negotiations, and to add XII: Adjournment. Harper requested to add: b. Cafeteria Plan, under IX Old Business and d. Ballard Lighting, under X New Business. Sergott made a motion, supported by Eubank, to accept the amended agenda. Ayes: All. Nays: None. Motion carried.

APPROVAL OF MINUTES:

Regular Meeting Minutes

Wilson requested that on page 3 of 6, 4th paragraph under: Director's Report, 5th line, to strike the word "will." Sergott requested that on page 5 of 6, under: e. Defibrillator, first sentence, to add the word "Assistant" before "Chief Clark" and to make that same correction later in that paragraph. Sergott made a motion, supported by Eubank, to approve the minutes of the November 6, 2008 Regular Meeting as corrected. Ayes: All. Nays: None. Motion carried. Ms. Fabera agreed to make sure that the area municipalities receive minutes on a regular basis.

Special Meeting Minutes

Wilson requested the minutes reflect that the Board entered Closed Session at 9 p.m. Eubank motioned to accept the minutes as corrected, supported by Sergott. Ayes: All. Nays: None. Motion carried.

PUBLIC PARTICIPATION:

When invited to comment, none of the individuals in attendance opted to do so.

FINANCIAL REPORT:

Sergott motioned, seconded by Eubank, to remove the following revenue item from the 2008/2009 Romeo District Library Budget: Village of Romeo in the amount of \$17,000. Rationale: Revenue sharing has been discontinued by the State of Michigan per our auditors, Buss & Company. The removal of these funds will now bring the Romeo District Library Total Revenue Budget to \$2,217,069.00. A roll call vote was taken: Sergott: Yes, Eubank: Yes, Schuster: Yes, Wilson: Yes, Yelick-Miller: Yes. Motion carried.

Sergott recommended that the Finance Committee convene to adjust the expenditure budget for the year 2008/2009 by January 2009. Sergott indicated that the original amount budgeted for interest earned was \$25,000 and she stated that as long as the interest rates stay in their current range, RDL should be able to realize the \$25,000 that has been budgeted.

Sergott reminded the Board that at the last meeting, the Board authorized Sergott to make an investment in the amount of \$300,000. She explained that RDL did not have the funds to make this investment until 11/26/08 and since the market was closed on Thanksgiving and the following Friday, she was not able to make the investment until Monday, 12/01/08.

Sergott also stated she expects RDL to be \$96,000 short on expenditures for the month of June 2009. Sergott stated that monthly expenditures including salaries are approximately \$202,000 per month and that due to the expected shortfall in June, expenses will need to be reigned in. Sergott stated that prior to 12/29/08, the Board should make some hard decisions regarding where RDL will get the funds to cover expenses for the balance of June 2009.

Sergott motioned that the Board of Trustees approve the investment of \$200,000 in HSBC Finance Corporation Commercial Paper payable on 04/30/09. The rate on this investment is 2.07%. This motion was supported by Wilson. A roll call vote was taken: Sergott: Yes, Wilson: Yes, Eubank: Yes, Schuster: Yes, Yelick-Miller: Yes. Motion carried.

Schuster motioned, seconded by Eubank to accept the financial report. Ayes: All. Nays: None. Motion carried.

LIBRARY BILLS AND SALARIES:

Following review, Schuster motioned, supported by Wilson, to approve the payment of bills. Ayes: All. Nays: None. Motion carried.

DIRECTOR'S REPORT:

In addition to the written report Harper informed the Board that there were 5 members of the RDL staff marching in the Village of Romeo holiday parade, which was taking place during the meeting. The staff were dressed as large books to promote the library. Harper stated that she would provide the Board with the list of names of the staff members that participated in the parade at the next meeting so that their efforts could be acknowledged.

Harper also informed the Board that Community Block Grant application, to fund the repair of the handicap ramp and porch. She met with a contractor who has a proposal that will allow Kezar to remain open during the repair—cutting back a foot from the edge of the porch, the concrete top surface, and leaving the railing intact, working in sections. This proposal bid was \$18,700 as opposed to the \$50,000 or \$60,000 previously quoted by another contractor. The monies from the grant will not be awarded until July 2009; subsequently Harper added 10% to the price of the bid she received.

Also, Harper provided the Board with information regarding the courier service provided by the Cooperative. Over the weekend the trucks used by the courier service were vandalized, rendering the service temporarily inoperative. Late Wednesday afternoon RDL received over 45 bins, boxes, and bags of material. This has resulted in some overtime for the circulation staff trying to get this material processed. Harper stated that it is better to pay the staff to keep the material moving. The circulation staff has been very accommodating and has been working to solve the problem.

Harper added that the State Aid check should be arriving shortly.

Schuster asked about the malfunctioning lights on the sign at the main entrance. Harper stated that the Facilities Manager had changed the bulbs but that did not correct the problem and that an electrician will investigate.

OLD BUSINESS:

a. Heating and Cooling

Johnson-Thermol Temp, Inc. distributed a letter to Board members of all three communities, along with the RDL Board of Trustees. Yelick-Miller had not received her copy. The RDL Director was not aware as she had not been supplied with a copy of the letter. At 8:09 p.m. the Board took a 10 minute recess so that Yelick-Miller could briefly review the letter. The Board reconvened at 8:19 p.m.

Eubank made a motion, supported by Schuster to forward the claims of Johnson Thermol-Temp, Inc. against RDL to the Building Supervisors of Washington Township, Bruce Township and the Village of Romeo to give authority to the Building Department heads to conduct and investigation in regards to those claims and report back to the Board. Discussion ensued. Following discussion, a roll call vote was taken: Eubank: Yes, Schuster: Yes, Sergott: Yes, Wilson: No, Yelick-Miller: No. Motion failed.

The Board members discussed the issue further.

Wilson made an amended motion, supported by Yelick-Miller, to request that Washington Township, Bruce Township and the Village of Romeo assist RDL in the development of bid specifications for heating and cooling service and maintenance and that RDL solicit bids for heating and cooling service and maintenance for both libraries. A roll call vote was taken: Wilson: Yes, Yelick-Miller: Yes, Eubank: Yes, Sergott: Yes, Schuster: Yes. Motion carried.

b. Cafeteria Plan

Sergott made a motion, supported by Schuster, to approve the adoption of the Amended and Restated Flexible Benefits Plan and Medical Plan. A roll call vote was taken: Sergott: Yes, Schuster: Yes, Eubank: Yes, Wilson: Yes, Yelick-Miller: Yes. Motion carried.

NEW BUSINESS

a. Policy Updates

i. Collection development, memorials.

Wilson motioned, supported by Eubank, to adopt the revised Materials Selection Policy. Ayes: All. Nays: None. Motion carried.

b. 2009 Meeting Calendar Adoption.

Eubank motioned, supported by Schuster, to adopt the 2009 meeting calendar. Ayes: All. Nays: None. Motion carried.

c. Graubner Orchard Sign

A motion was made by Eubank, supported by Schuster, to hang the Graubner Orchard sign. Ayes: All. Nays: None. Motion carried.

d. Ballard Lighting at Front Entrance of Graubner Library

Schuster motioned, supported by Wilson to approve the installation of the ballard lighting along the sidewalk at the front entrance to the Graubner Library. Ayes: All. Nays: None. Motion carried.

CLOSED SESSION

Wilson motioned, supported by Schuster, to go into closed session to discuss union negotiations. A roll call vote was taken: Wilson: Yes. Schuster: Yes. Eubank: Yes. Sergott: Yes. Yelick-Miller: Yes. Motion Carried.

Closed session began at 9:30 p.m.

At 9:44 p.m., Sergott motioned, supported by Schuster to come out of closed session. Ayes: All. Nays: None. Motion carried.

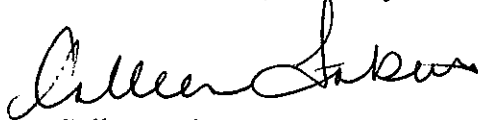
Adjournment

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

Meeting adjourned at 9:45 p.m.



Suzanne Wilson, Secretary



Colleen Fabera
Recording Secretary