



ROMEO DISTRICT LIBRARY

OFFICIAL MINUTES

BOARD OF TRUSTEES

Special Meeting
October 22, 2008

Meeting Minutes

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

Absent: Helen Sergott and Evva Schuster

Staff Present: Mary Elizabeth Harper (RDL Director) and Colleen Fabera

Others Present: Linda & Sherm Rundell, Art Grimes, Jim Richardson and Dan O'Leary

I. CALL TO ORDER:

President, Yelick-Miller called the meeting to order at 7:31 PM.

INTRODUCTIONS:

The Board of Directors introduced themselves to those present in the audience and welcomed them to the meeting.

APPROVAL OF AGENDA:

Eubanks made a motion supported by Wilson to accept the agenda without revision.
Ayes: All. Nays: None. Motion passed.

II. NEW BUSINESS

a. Retiree Health Care Policy

Gabriel Roeder Smith & Co., the firm hired by RDL to conduct an Actuarial Study related to GASB 45, requires RDL to describe health care and pension benefits. Harper provided the Board of Directors with existing policy from the employee handbook and supporting documentation for existing policies, indicating that additional aspects need to be set into policy by the Board. The Board requested additional time to look over the information and to determine which specific aspects must be set into policy. Eubank volunteered to work with Harper on this issue as a liaison for the Board. Wilson made a motion to table this topic until the next regular meeting. The motion was seconded by Eubank. Ayes: All. Nays: None. Motion passed.

b. Kezar Roof Bid

Ron Turkus, a roofing contractor referred by RDL's attorney, conducted a thorough inspection of the roof at the Kezar building and provided a detailed list of specifications for an acceptable bid to repair the roof. A bid notice was posted on the RDL website and published in the *Romeo Observer*. Six contractors submitted bids that were reviewed by the RDL Finance Committee on Wednesday, October 15, 2008. The Finance Committee rejected three of the bids due to their failure to respond adequately to the specifications. For the three bids remaining under consideration, references were verified and certificates of insurance were obtained. The Finance Committee brought those three bids forward to the Board for a final selection. The Board of Directors reviewed the information and after brief discussion, Eubank motioned, supported by Reiz, to award the roof repair contract to Constantine of Shelby Township at a bid price of \$18,700. A roll call vote was taken: Eubanks: Yes, Reiz: Yes, Wilson: Yes, Yelick-Miller: Yes. Motion carried.

c. Kezar Gutters

The need for replacement of rain gutters at Kezar was discussed. It was noted that it may be advantageous to have Constantine bid on the gutters since they would also be working on the roof. The gutter replacement cost had been offered by another contractor. Eubank motioned, supported by Reiz, to authorize Harper to provide Constantine with an opportunity to also bid on replacement of gutters for the Kezar building and to inform them that \$2,895 was the bid to match. A roll call vote was taken: Eubanks: Yes, Reiz: Yes, Wilson: Yes, Yelick-Miller: Yes. Motion carried.

d. Payout of Vacation/Holiday

At the Regular Board of Trustees Meeting held on October 2, 2008, the Board agreed to pay Harper for unused vacation and holiday hours during her first year with RDL. It was decided at that meeting that the amount of hours would first be verified by Buss & Co., the auditing firm contracted by RDL to conduct the Library's Financial Audit. Yelick-Miller informed members that she found out after the September meeting that Buss & Co. would charge RDL \$500 to conduct this verification of hours. Yelick-Miller spoke with Susan Brockmann, Accounting Manager of Bruce Township, also currently contracted to handle the accounting aspect of RDL and Brockmann agreed to conduct the investigation at no additional charge. Brockman's findings concluded 104 unused vacation hours and 32 unused holiday hours, totaling 136 hours resulting in \$5,100.00. Harper was in agreement with these findings. As agreed in the Regular Board of Trustees Meeting held October 2, 2008, Harper will be paid out for the unused hours in ten hour increments each paycheck until that amount is paid in full. Wilson motioned, supported by Reiz, to authorize the payout of 136 unused vacation and holiday hours as defined above. A roll call vote was taken: Wilson: Yes, Reiz: Yes, Eubanks: Yes, Yelick-Miller: Yes. Motion carried.

Eubank motioned, supported by Reiz, to adjourn the meeting. Ayes: All. Nays: None.

Meeting adjourned at 8:03 p.m.

A handwritten signature in cursive script, appearing to read "Suzanne Wilson".

Suzanne Wilson, Secretary

A handwritten signature in cursive script, appearing to read "Colleen Fabera".

Colleen Fabera
Recording Secretary