

ROMEO DISTRICT LIBRARY
BOARD OF TRUSTEES

OFFICIAL MINUTES

Romeo District Library Board

Regular Meeting Minutes
September 4, 2008

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

Staff Present: Mary Elizabeth Harper (RDL Director), Kathy Fannon, Colleen Fabera

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

INTRODUCTIONS:

Colleen Fabera was introduced to the Board. Fabera has been hired by the Library as an Administrative Assistant.

APPROVAL OF AGENDA:

Sergott requested an additional item be added to the agenda under: New Business; Add item: C. Records Retention Policy; also add item: D. Change circulation period for Music CDs. Eubank made a motion supported by Sergott to accept the amended agenda. Ayes: All. Nays: None. Motion passed.

APPROVAL OF MINUTES:

Yelick-Miller requested a correction to the August 7, 2008 minutes; page 3 of 5 under "Revenue Sharing" the first sentence should read "The Village of Romeo has notified Harper that they will not be paying the \$17,000.00 in revenue sharing as a result of a change in a statute." Sergott made a motion to approve the minutes of the August 7, 2008 Regular Meeting as corrected. The motion was supported by Eubank. Ayes: All. Nays: None. Wilson abstained from voting because she had not attended the August meeting. Motion passed.

Sergott made a motion supported by Eubank to approve the minutes of a closed session meeting on July 17, 2008 as typed. Ayes: All. Nays: None. Motion passed.

FINANCIAL REPORT:

During the review of the Financial Report errors were discovered regarding the amounts for the year-to-date for Revenue Sharing. Sergott moved, supported by Wilson, to table the approval of the Financial Report until the next board meeting. A roll call vote was taken: Sergott: Yes; Wilson: Yes; Eubank: Yes; Schuster: Yes; and Yelick-Miller: Yes. Motion passed.

LIBRARY BILLS:

Schuster questioned the payment to Promotional Solutions. Harper stated that reducing the production of the newsletters, from every 3 months to every 4 months, has resulted a \$1,900 savings. A portion of the money saved from the newsletters was used for a one-time purchase of bookmarks made of seed paper that promote the Library and are environmentally friendly. Bookmarks were distributed at the Romeo Peach Festival and will be used at other events for promotion of the Library.

Regarding expenses; Sergott stated that a more detailed chart of accounts is needed in order to correctly categorize expenses. Eubank made the motion, supported by Wilson, to approve the payment of bills. A roll call vote was taken: Eubank: Yes; Wilson: Yes; Schuster: Yes; Sergott: Yes; and Yelick-Miller: Yes. Motion passed.

DIRECTOR'S REPORT:

Harper summarized the Director's report (full document attached).

Graubner: The window that was broken August 17th has been replaced. The patio furniture has been cleaned and it will be sealed after we have two continuously dry days.

Kezar: Johnson Thermol-Temp. has replaced a malfunctioning sensor at no charge. A new people counter has been ordered since the current counter is consistently malfunctioning.

Circulation is up at both branches. Young adult patronage is increasing. Circulation was up by 7.3% at Graubner and at Kezar 60.8%. The actual change in circulation was an increase from 20,069 to 33,327.

Julie Oparka, a current page at Graubner, applied and has been hired as a Library Assistant at Kezar.

Sergott questioned whether sufficient books are being ordered to offset discards as collections are periodically updated. She indicated that based on her interpretation of the circulation report, she believes the library is approximately 600 short on the addition of new items. Harper reminded the Board that the Suburban Library Cooperative (SLC) has agreed to adopt a different RFID tagging system and that to use it, all of the existing

RFID tags will need to be removed and replaced with new RFID tags. Harper stated that the staff is working very hard to get items that are no longer needed out of circulation prior to the implementation of the new system and that the Library is continuing to purchase new materials. Yelick-Miller asked if the tagging project would require closing the library. Harper stated that closing the library would not be necessary. She also stated that it may be possible to get volunteers involved in the tagging as a means of fulfilling service project requirements.

OLD BUSINESS:

a. Finance Committee

i. Revenue Sharing

The Village of Romeo stated to Harper that there are too many documents involved in the request she made and would have to charge the Library for copies of minutes and budgets for 2005/2008, 2006/2007, 2007/2008, 2008/2009 in addition to budget projections for 2009-2010. Immediately prior to this meeting, Harper sent an email to Village of Romeo to inquire whether she could come to their office, review the documents and make copies only of the relevant pages.

ii. Payroll/Payables Outsourcing

The Finance Committee is recommending approval of the proposal from the Township of Bruce Accounting Department. Eubank made the motion that the Board approve having the Township of Bruce handle the Library's accounting needs as of 9/4/08. Schuster seconded the motion. A roll call vote was taken: Eubank: Yes; Schuster: Yes; Sergott: Yes; Wilson: Yes; and Yelick-Miller: Yes. Motion passed.

Harper stated that she would send letters to the bidders that were not selected to thank them. She also indicated she would schedule a meeting with Susan Brockmann of Bruce Township to initiate working with them on our accounting.

b. Personnel Committee

i. Director's Evaluation

Wilson stated that the Personnel Committee met immediately prior to the Board meeting to discuss the Director's annual evaluation data, which had also been distributed to all the Board members as an e-mail attachment. The Personnel Committee recommended that Wilson approach the Finance Committee to identify the funds available prior to bringing any recommendations to the Board.

ii. Employee Satisfaction Survey

Schuster recognized and thanked Maureen Swanwick for the collection and return the surveys. The results were emailed to all Board members, the Director, and the Department heads. Schuster stated that the results were very similar to the results of last year's survey and that it suggested that the most employees enjoy their

position with the library. Discussion ensued on the original impetus for this survey, problems with specific questions on it and the results compared to prior years. There was agreement that due to the consistency of results from year to year, the survey could be discontinued for now. Wilson made a motion, supported by Eubank, to discontinue the annual employee survey. Ayes: All. Nays: None.

NEW BUSINESS:

a. Hours

Based on research that indicates that the library has more patrons later in the afternoon Sundays, between the hours of 3 to 5 p.m., Harper recommended that Graubner's Sunday hours are changed from 12:00 p.m. through 4:00 p.m. to 1:00 p.m. through 5:00 p.m. effective 9/14/08. Harper also suggested, based on the same study, to change the open hours at both branches on Fridays from 9:00 a.m. through 5:00 to 10:00 a.m. through 6:00 p.m., and Graubner Saturday hours from 9:00 a.m. through 5:00 p.m. to 10:00 a.m. through 6:00 p.m. Harper also suggested that Kezar remain closed on Saturday with the exceptions of merchant events. The Library will post that it is closed Saturday, Sundays and Mondays, and in the Library's publicity will indicate when Kezar is open on a Saturday for special events of the downtown Romeo merchants. Sergott made a motion, seconded by Eubank, to accept the suggested changes to the library hours. Ayes: All. Nays: None.

b. Kezar Roof

Harper met with a contractor from the BBB's recommended list regarding the Kezar roof. His findings were that although Kezar's current shingles (which were supposed to last for 25 years) are approximately 10 years old, they are curling badly towards the rear side of the building. He indicated that this is likely due to a lack of ventilation in the roof, stating that holes in the plywood underlayment have been tar papered and shingled over. There are also no ridge vents or ice shield; the ice shield is now required by building code. These findings are consistent with the opinions given by architect Robert Lipka in his review of the property. Harper requested permission to post a bid in the Romeo Observer after collaborating with the Library's insurance company about specific language to be included in the request. Discussion ensued on whether to solicit bids through other periodicals. A motion was made by Schuster to approve the posting of a bid request for the repair of the Kezar roof in the Romeo Observer and placement of a similar "want ad" in the Macomb Daily. Wilson seconded the motion. A roll call vote was taken: Schuster: Yes; Wilson: Yes; Eubank: Yes; Sergott: Yes; and Yelick-Miller: Yes. Motion passed.

c. Records Retention

The Board members reviewed the Records Retention policy of the State Library (attached). Sergott motioned, supported by Schuster, that the Records Retention

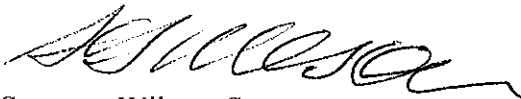
Policy be added the to Board of Trustee's Manual. Ayes: All. Nays: None.
Motion passed.

d. Music CD Circulation.

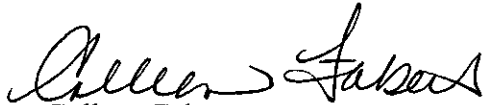
Harper suggested changing the music CD circulation time from three weeks to one week effective 9/26/08. She explained that this will enable these CDs to be more widely available for interested patrons. Eubank motioned to approve the change, supported by Wilson. Ayes: All. Nays: None. Motion passed.

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

Meeting adjourned at 8:49 PM.



Suzanne Wilson, Secretary



Colleen Fabera

Recording Secretary