

# **ROMEO DISTRICT LIBRARY**

## **BOARD OF TRUSTEES**

Regular Meeting  
February 13, 2008

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

Board Members Absent: none

Others Present: Mary Elizabeth Harper (RDL Director), Maureen Swanwick, William Blevins

President Yelick-Miller called the meeting to order at 7:02 p.m.

### **INTRODUCTIONS:**

No introductions were deemed necessary as everyone present was acquainted.

### **APPROVAL OF AGENDA:**

Yelick-Miller requested that - 8) Retention of Attorney Stephen Schultz, and 9) Board Training - be added to the agenda under "New Business".

Sergott requested d) Investments be added under "Financial Report".

Eubank made a motion supported by Wilson to approve the revised agenda.

Ayes: All. Nays: none. Motion passed.

### **APPROVAL OF MINUTES**

- a. December 2007: Sergott made a motion supported by Eubank to approve the minutes submitted by the Secretary Evva Schuster for December 12, 2007. Discussion ensued with regard to corrections and amendments. Sergott made a motion supported by Eubank to accept the minutes for December 12, 2007 as revised. Roll call: Ayes: Sergott, Eubank, Wilson, Schuster, Reiz, Yelick-Miller. Nays: none. Motion passed. Yelick-Miller requested copies of the revised December minutes for the board members.

After a short break the meeting reconvened at 8:17 p.m.

- b. January 2008: Eubank made a motion supported by Reiz to approve the minutes for January 9, 2008. The minutes were then opened to discussion. Discussion ensued with regard to corrections and amendments to the minutes. The minutes were amended. Motion made by Eubank supported by Reiz to accept the minutes for January 9, 2008 as revised. Roll call:

Ayes: Eubank, Reiz, Wilson, Yelick-Miller. Nays: none. Schuster and Sergott abstained. Motion passed.

**PUBLIC PARTICIPATION:**

There was no public participation

**FINANCIAL REPORT:**

December 31, 2007 Balance	\$1,217,065.27
January 31, 2008 Revenues	966,107.48
January 31, 2008 Expenditures	150,823.38
January 31, 2008 Balance	\$2,032,349.37
Debt Service Fund Balance January 31, 2008	\$ 269,554.95

The Treasurer is aware that there is an excess amount of money in the Huntington account when it could be better utilized in the Edward Jones account. Sergott suggested that some of it be transferred every month to the Edward Jones account. Sergott and Director Harper will work out a system for transferring this money.

Sergott pointed out that the final payment on the Debt Service Loan is due March 1, 2008. Sergott expressed a concern about the library having enough in funds to pay the debt service loan, although she also stated she believes there should be enough. Sergott and Harper will look into the matter. When the loan is paid in full, Yelick-Miller suggested a community celebration of some kind at the library.

Schuster made a motion supported by Eubank to accept the Financial Report. Ayes: All. Nays: none. Motion passed.

**LIBRARY BILLS:**

Schuster questioned the reference in the bills to Fahey, Schultz, Burzych, Rhodes. Harper explained that Stephen Schultz had moved from Foster, Swift, Collins and Smith to form his own firm.

Eubank made a motion supported by Reiz to pay the library bills. Ayes: All. Nays: none. Motion passed.

Sergott asked whether former employees had been notified of the error in the W2s. Harper replied that they had and that they all have new W2s now.

**NEW CHECK SIGNING CARD FOR HUNTINGTON BANK:**

The authorized signers for the new card will be: Julie Yelick-Miller (President of the Romeo District Library Board), Kathleen Eubank (Vice-President of the Romeo District Library Board), Helen-Veronica Sergott (Treasurer of the Romeo District Library Board),

and Mary Elizabeth Harper (Director of the Romeo District Library). The form for the new card was completed and signed at the meeting.

**NEW INCUMBENCY CERTIFICATE FOR BANK OF NEW YORK:**

Sergott pointed out that this should have been signed in September 2007. It was agreed that the board would sign the form for the certificate.

**INVESTMENTS:**

Treasurer Sergott made a motion that the following distribution of investment funds be made with Edward Jones:

- \$250,000 HSBC Commercial Paper  
payable June 2, 2008 at an approximate interest rate of 2.55%
- \$200,000 HSBC Commercial Paper  
payable July 2, 2008 at an approximate interest rate of 2.5%
- \$200,000 General Electric Commercial Paper  
payable August 4, 2008 at an approximate interest rate of 2.5%
- \$200,000 General Electric Commercial Paper  
payable September 2, 2008 at an approximate interest rate of 2.5%
- \$200,000 General Electric Commercial Paper  
payable October 2, 2008 with an interest rate of approximately 2.5%

All interest rates were valid as of the date of the meeting.

Treasurer Sergott stated that this is based on the following tax monies having been received and deposited with Edward Jones as of February 12, 2008:

- \$1,012,589.00 Washington Township
- \$34,767.43 Bruce Township

Eubank seconded the motion. Ayes: Sergott, Eubank, Schuster, Yelick-Miller, Reiz.  
Nays: none. Wilson abstained. Motion passed.

**DIRECTOR'S REPORT:**

A written Director's report was provided to the board members.

Harper also reported that she obtained bids for the repair of the main doors from Henderson Glass and from the Romeo Village Locksmith. Henderson's bid covered 2 (the front) of the 4 doors. The Romeo Village Locksmith bid covered all 4 doors for less money. The Romeo Village Locksmith performed a temporary repair on one of the front doors for \$100 and had stated that the \$100 would go towards their bid in the event the library selects their bid. Sergott suggested the library request a guarantee of the work.

Sergott made a motion supported by Schuster to accept the bid from the Romeo Village Locksmith & Safe at 66820 Van Dyke, Romeo, Michigan on their quote of \$4, 013.60 for parts, materials and labor for the repair of the 4 doors as described in their letter of February 12, 2008. Ayes: All. Nays: none. Motion passed

Harper reported that she had received an email from former employee Renee Nixon requesting that the minutes for the September 29, 2006 meeting be removed from the library's website on the Internet and be removed from public access. Wilson made a motion supported by Schuster that the minutes be stricken from the Internet, providing the minutes are still kept on file. Ayes: All. Nays: none. Motion passed.

## **OLD BUSINESS:**

### **FINANCE COMMITTEE:**

The Finance Committee's recommendation to the Board at this time is to continue to use the services of AccounTemp with the same person coming in every Friday to help with the processing of payables and before every board meeting to prepare for the board meeting. It is estimated this will run approximately \$1,000.00 per month. It will be necessary to decide what procedures and policies need to be in place to replace the position of Assistant to the Director before procuring bids from the two townships as well as outside firms. The Board will then be in a position to make an educated and informed decision. No time limit was set for this. Sergott recommended that the library advertise for bids in a publication like the Detroit News, when it has been decided what exactly is needed for the position.

### **PERSONNEL COMMITTEE:**

A copy of the draft for the revised Romeo District Library Policy Manual was given to each Board member for review. Board members were asked to submit their comments to all Board members by email no later than February 28, 2008. The revised policy manual will then go to legal counsel for final review, and then to the Board for final approval at the March 6, 2008 board meeting.

The Personnel Committee had also discussed:

- the necessity for adding a policy about the library being a political neutral zone and about posting materials, etc.
- the possibility of hiring a part-time clerk to assist the Director. The Personnel Committee suggested this could be something the Director could move forward on now so she could obtain some clerical help.
- the process to be used for going over the Director's goals and for doing the full board evaluation at the end of the first year's employment.

Harper submitted a progress report, at the Board's request, of her goals and how she has been attaining them.

Wilson made a motion supported by Sergott to take Harper off probation. Sergott pointed out that there was no mention of probation in the contract. Wilson countered that this is library policy for all new employees. Ayes: Wilson, Eubank, Reiz, and Yelick-Miller. Nays: Schuster, Sergott. Motion passed.

## **NEW BUSINESS:**

Bruce Township's denial of residential exemptions: these were included merely for the information of the Board members. No action needed.

Bruce Township – Global Settlement Agreement: The payment information for the bill had not been received as of the morning of the meeting. It was agreed that the bill needs to be paid as soon as it is received.

Macomb County Board of Commissioners' request for Volunteer of the Year: Harper has a copy of the form if anyone would like to nominate a volunteer.

State of Michigan 5-year Technology Plan: Harper recommended the Board members read this as this plan will affect future expenditures on technology.

Two models for State Support of Libraries: Harper indicated that this will affect how libraries are funded and asked that the Board members read these and provide feedback to her on this matter. Harper will forward comments to the state.

Retention of attorney Stephen Schultz: the library's attorney Stephen Schultz has moved from Foster, Swift, Collins and Smith to a different firm. Yelick-Miller recommended that the Board continue working with Schultz. Sergott made a motion supported by Wilson that the Board approve the retention of attorney Stephen Schultz and that all corresponding files be moved to his new firm. Ayes: All. Nays: none. Motion passed.

Yelick-Miller recommended that the Board consider attending a two-day program provided by board facilitator John Carver. This would help the Board with procedures, handling conflicts, etc. Sergott suggested the program could take place at the same time as the spring in-service for the staff and that it should be limited to one 8-hour day.

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

Meeting was adjourned at 9:37 p.m.

Respectfully submitted,

Evva Schuster  
RDL Board Secretary

Maureen Swanwick  
Recording Secretary

