



**ROMEO DISTRICT LIBRARY  
KEZAR BRANCH LIBRARY  
BOARD OF TRUSTEES**

OFFICIAL MINUTES

Regular Meeting Minutes  
August 7, 2008

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

**Others Present:** Mary Elizabeth Harper (RDL Director) and Maureen Swanwick.

The meeting was called to order at 7:31 p.m.

**INTRODUCTIONS**

No introductions were necessary.

**APPROVAL OF THE AGENDA**

Yelick-Miller suggested tabling IX b, Director's Evaluation.

Sergott requested adding (b) GASB under X, New Business and (c) PA 149.

Yelick-Miller requested adding (d) Correspondence under X New Business.

Motion made by Sergott, seconded by Eubank, to amend the agenda as presented.  
Ayes: all. Nays: none. Motion passed.

**APPROVAL OF THE MINUTES**

On page 4 of the July 17, 2008 minutes, under "Reports of the Director, f." Yelick-Miller requested that the motion made by Sergott regarding Saturdays at Kezar and Sunday hours be moved to its own paragraph.

Schuster asked that "P.C." be added after the words "Buss and Company" on page 6 under New Business (e), Library Auditor.

Sergott made the motion, seconded by Schuster, to approve the minutes as amended. Ayes: all. Nays: none. Motion passed.

**PUBLIC PARTICIPATION**

There was no public participation.

**APPROVAL OF THE FINANCIAL REPORT/INVESTMENTS**

June 30, 2008 Balance:	\$2,268,410.99
July 31, 2008 Revenues:	15,530.08
July 31, 2008 Expenditures:	276,796.23
July 31, 2008 Balance:	\$2,007,144.84

Sergott reported that all the investments in the Edward Jones Account will come due over the next few months for the period going through the end of January 2009. Every month, approximately \$200,000 becomes available for use out of the investment money. After paying salaries and all operating expenses, approximately \$25,000 will be left over each month. She advises that every fourth month, when \$100,000 has accumulated, that amount be invested. October and December should show the most excess and more can be invested in those months.

No Michigan banks are offering CDs that the library can purchase at this time.

There is \$9,581.78 in the Library Coop fund for 2008.

The Money Market Account currently holds \$475, 00.00, according to the Edward Jones statement.

The Board then discussed credit and debit cards. They instructed Harper to cancel the Edward Jones debit card and to notify 5/3 Bank that unless the credit cards arrive by August 15<sup>th</sup>, the Library will cancel our application and apply for credit cards through another bank.

Motion made by Schuster, seconded by Eubank, to accept the financial report. Ayes: all. Nays: none. Motion passed.

#### **APPROVAL OF BILLS AND SALARIES**

Sergott requested the Library Bills report be arranged by check number as well as being presented under headings.

Eubank asked about the \$980 fee for Detroit Elevator. This was for the annual test.

Eubank and Schuster asked about the bills for Johnson Thermal. Harper explained that they were for repairs to the air conditioning units at Graubner and to a defective capacitor at Kezar.

The Board expressed concern about the costs through Johnson Thermal for the heating and cooling and recommended putting the heating and cooling service out for bid for a flat-rate contract. The Board instructed Harper to post a bid notice in the Romeo Observer and a want ad in the Macomb Daily at the same time. The bids must be in before August 28, 2008 and will be opened at the next Finance meeting.

Sergott asked about the bill to Landscape Direct for the new garden (the money for which was donated by a grant from the Graubner Endowment Fund). The bill was listed under Miscellaneous and will be moved to Building Maintenance. Harper will instruct the lawn maintenance service to remove the weeds in the new garden.

Eubank questioned the \$393.00 from Safeco. Harper explained that this is for the general liability policy and will be moved to a new heading.

Sergott and Schuster requested a different format for the payroll bills showing salaries. They provided Harper with an example of the formats they would prefer. Harper is to ask the library attorney regarding legalities.

Schuster made a motion, seconded by Eubank, to approve the bills and salaries as presented. Ayes: all. Nays: none. Motion passed.

Sergott reminded the Board that the winning bidder for the Library payables contract will use autosign to prepare the checks and that all bidders are aware that the checks will not be sent out until the Board has approved them.

## **REPORTS OF THE DIRECTOR**

Harper said the Library can replace the two umbrellas and stands for \$396.00 from Jimmie's Rustics, leaving \$164.00 that the insurance company will still reimburse.

Following discussion about what other piece of patio furniture to replace, Sergott made a motion, seconded by Eubank, to approve \$560.00 to be spent at Jimmie's Rustic for outdoor furniture. Ayes: all. Nays: none. Motion passed.

Harper asked for clarification on the proposed Kezar hours that are due to start the Tuesday after the Labor Day weekend. Harper proposed 1 p.m. to 9 p.m. on Tuesday and Thursdays and 9 a.m. to 5 p.m. on Wednesdays and Fridays, closed Saturday, Sunday and Monday. She also stated that she will advertise internally first for a Library Circulation Assistant for 16-20 hours per week, which would be a savings of about \$3.00 per hour over hiring a Branch Specialist.

Sergott made a motion, seconded by Eubank, that the Kezar Library be open 1 p.m. to 9 p.m. Tuesdays and Thursdays, 9 a.m. to 5 p.m. on Wednesdays and Fridays, closed Saturdays, Sundays and Mondays, starting September 2, 2008. Ayes: all. Nays: none. Motion passed.

## **OLD BUSINESS**

### **FINANCE COMMITTEE**

#### **Revenue Sharing**

The Village of Romeo has notified Harper that they will not be paying the \$17,000.00 in revenue sharing, as the result of a change in a state statute. The library attorney will contact the village attorney.

#### **Purchase/Bid Policy**

Amendments made to the draft policy were:

1. page 1: under 5 a, were added the words "and other publications as deemed appropriate."
2. page 2: under 6, at the end of the last sentence after "copy", were inserted the words "in a master file by purchase order numbers", deleting the words "the vendor's"
3. Schuster asked that capitalization of titles and of Board be used consistently.
4. page 3: under d, the word "members" after "staff" needs to be deleted, as well as in the rest of the paragraph.

Schuster made a motion, seconded by Eubank, to approve the Purchase/Bid policy as amended. Ayes: all. Nays: none. Motion passed. Harper will distribute the policy with September packets.

**Increasing Petty Cash from \$75.00 to \$150.00, \$25.00 at Kezar**

Discussion ensued regarding the reasons for increasing the petty cash and options available.

Eubank made a motion, seconded by Schuster, that the petty cash amount be increased to \$100.00 with \$25.00 going to Kezar, and anything over \$20.00 be purchased using a check. Ayes: all. Nays: none. Motion passed.

**PERSONNEL COMMITTEE**

**Director's Evaluation**

This item was tabled.

**NEW BUSINESS**

**MACOMB COUNTY ROAD COMMISSION**

The new library signs from the Macomb County Road Commission will be installed soon at both branches.

**GASB 45**

This is the new accounting standard for the defined benefit post-employment health care. It only covers employees with defined benefits, not those with defined contributions. The first step toward compliance is to have an actuarial valuation survey done to find out what the cost will be and which will take approximately six weeks. Gabriel Roeder Smith handles about 80% of this work in the state of Michigan.

Sergott made a motion, seconded by Eubank, to approve up to \$7,500 for the actuarial valuation survey to be completed by Gabriel Roeder Smith. Ayes: all. Nays: none. Motion passed.

**PUBLIC ACT 149**

This is a non-expendable trust fund which can be set up like a pension fund, specifically for health care. Because the library is a government authority it can only invest in CDs, cash, commercial paper or stocks and bonds at 7-8% interest. As an investment tool for healthcare, both the current health care amounts and the post-employment amounts can be put in this fund, and the current health care costs can be pulled from this fund. More information needs to be available for the next meeting, but the library will have to be ready by April 2009 to set up a fund, with funding beginning in July 2009.

**CORRESPONDENCE**

Yellick-Miller mentioned a letter she had received from a young patron expressing how much he enjoys the Kezar Library.

Eubank mentioned that Julia Dodge had passed away recently. She was the Romeo District Library Director many years ago.

( ) Motion to adjourn made by Eubank, seconded by Sergott. Ayes: all. Nays: none.  
Motion passed.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,



Maureen Swanwick  
Recording Secretary  
8/11/08