

ROMEO DISTRICT LIBRARY

OFFICIAL MINUTES

BOARD OF TRUSTEES

Regular Meeting Minutes

October 2, 2008

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

Absent: Helen Sergott

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

President Yelick-Miller called the meeting to order at 7:32 PM.

INTRODUCTIONS:

Susan Brockmann, Accounting Manager at Bruce Township, was introduced to the Board. Ms. Brockmann is heading the new venture between Romeo District Library and the Township of Bruce in handling the accounting needs of the Library.

APPROVAL OF AGENDA:

Schuster requested additional items be added to the agenda under Old Business: Add item c, Actuarial Study; item d, Credit Card Update; e, Hours. Yelick-Miller added under New Business, item d, Holiday Closings. Harper requested that under New Business item ii, Photocopying be replaced with Posters and Leaflets; and added iii, Fundraising on Library Properties. Schuster made a motion, supported by Wilson, to accept the amended agenda. Ayes: All. Nays: None. Motion carried.

APPROVAL OF MINUTES:

Yelick-Miller requested a correction to the September 4, 2008 minutes; on pages 1, 2 and 3 of the spelling of her last name, from Yelick-Miller to Yelick-Miller. Eubank made a motion, supported by Schuster to approve the minutes of the September 4, 2008 Regular Meeting as corrected. Ayes: All. Nays: None. Motion carried.

PUBLIC PARTICIPATION:

There was no public in attendance and no public participation.

FINANCIAL REPORT:

In reviewing the August financial reports, members requested additional information on some line items which are currently appear as overages. Harper will evaluate these areas and correct any that may have been misallocated. A motion was made by Eubank and seconded by Schuster to table the approval of the August financial reports until the next meeting. Ayes: All. Nays: None. Motion carried.

Ms. Brockmann introduced and explained the new format in which the financial reports will be produced. At this time only the September expenditures were available for review due to the short period of time that Ms Brockmann has had to compile and prepare the financial reports. Ms. Brockmann informed the Board that a full financial statement, beginning from the start of the fiscal year would be available at next month's regular meeting. The Board was pleased with the new format and the progress made by Ms. Brockmann.

A motion was made by Eubank and supported by Reiz to table the approval of the September financial reports and investments until next month's meeting when a corrected August report and additional year-to-date figures will be available. Ayes: All. Nays: None. Motion carried.

LIBRARY BILLS:

Following review, Eubank moved, supported by Reiz, to approve the payment of bills. Ayes: All. Nays: None. Motion carried.

DIRECTOR'S REPORT:

Harper began with the Actuarial Study and stated that in August the Board authorized the hiring of Gabriel Roeder Smith to conduct an actuarial valuation survey. Gabriel Roeder Smith has supplied a large multi-page spread sheet that she has to populate. All of the information that the Library has on file has been gathered and added; however, there are questions regarding retiree benefits that have not been answered by previous employee manuals or union contracts and the Board must make some decisions. Harper will bring draft statements to the Board shortly.

Harper informed the Board that the process of terminating the use of ADP is in progress. Harper provided an explanation of how the new process will work. She stated that a 30-day clock is in effect in order to retrieve reports to verify the accuracy of information that is being transferred to The Township of Bruce regarding payroll. The ADP time clock will be used as back-up until the new paper timesheets are in full effect and Harper has verified that all employee payroll information is correct. Notification has been sent to the UAW indicating that The Township of Bruce will be handling the Library's payroll.

Harper received notice from Macomb County Commissioner that the Macomb County Library is being subsumed under Wayne State University to become a resource and

reference center. All of the libraries in the county can make requests for non-reference material in the collection. Harper has sent notice to all the librarians at both branches asking them to look through the collection for materials that they would like to request. All requests will be presented and determined at a meeting of the Community Services Committee of Macomb County.

OLD BUSINESS:

a. Finance Committee

i. Snow Removal Bids

The Finance Committee approved the bid from Dossin's Inc. for both branches. All non-winning bidders were sent notification of the results.

ii. Roof Bids

Harper has extended the bid deadline to October 9, 2008 at 5:00 p.m.

iii. Brick Repair, Graubner

Finance Committee authorized Soulliere Landscaping Center to conduct the brick repair in the driveway and sidewalk.

b. Personnel Committee

i. Director's Evaluation

On request of the Personnel Committee, Wilson stated that she had approached the Finance Committee last week for guidance on what amount might be available for a rate increase for Harper based her recent good year-end evaluation. Following that meeting, Yelick-Miller e-mailed a draft motion to all Board members for their consideration. Wilson stated that rather than making a single motion, she intended to offer a series of separate proposals which could be individually considered and voted upon by members.

First, Wilson made a motion that in recognition of a year of dedicated service to the Romeo District Library and an overall favorable review by the Board of Directors, department heads and union representatives a one time, non-cumulative bonus of \$6,000 is to be awarded to Mary Elizabeth Harper, the Director of the Romeo District Library. This motion was supported by Reiz. Discussion ensued. After discussion, a roll call vote was taken: Wilson: Yes, Reiz: Yes, Eubank: No, Schuster: No, Yelick-Miller: Yes. Motion did not carry.

Second, Wilson stated that the wages of Class 5 libraries in the state of Michigan are considerably higher than what Romeo District Library is currently paying its director. She added that the Board of Directors has an obligation to provide the community with the best Library it can and she stated that good Libraries cannot exist without good leadership. Wilson indicated further that to keep a good director, RDL must not continue to fall behind the market on wages. Wilson

motioned, supported by Reiz, that a raise be made in the salary for Mary Elizabeth Harper, the Director of the Romeo District Library, in the amount in the amount of 3% effective retroactively to Harper's anniversary date of August 22, 2008. Discussion ensued. Schuster spoke in opposition to the motion, stating she did not share Wilson's view on Harper's job performance. After a discussion a roll call vote was taken: Wilson: Yes, Reiz: Yes, Eubank: Yes, Schuster: No, Yelick-Miller: Yes. Motion carried.

Third, Wilson motioned, supported by Reiz, that there be a re-evaluation in six months of Harper's anniversary date of August 22, 2008 with consideration of additional wage adjustments at that time based on performance evaluation. Discussion ensued. After discussion, a roll call vote was taken: Wilson: Yes, Reiz: Yes, Eubank: Yes, Schuster: Yes, Yelick-Miller: Yes. Motion carried.

Fourth, Wilson stated that due to Harper's dedication to the Romeo District Library, she was unable to take all of the vacation and holiday time accorded to her in her employment contract as of August 22, 2008. Wilson motioned, supported by Reiz, that these unused vacation and holiday hours are to be paid out to the director at her hourly rate as of August 21, 2008; that these hours will be paid out in increments of ten hours per pay period until the accumulated hours are depleted; that a verification of unused hours of vacation and holiday leave is to be made by the auditing firm of Buss & Company; and that if the director terminates her employment at Romeo District Library any remaining unpaid hours will be paid to the director in one lump sum at that time. After discussion, a roll call vote was taken: Wilson: Yes, Reiz: Yes, Eubank: Yes, Schuster: No, Yelick-Miller: Yes. Motion carried.

c. Actuary Study

No discussion as this topic was covered in the Director's Report.

d. Credit Card Update

Schuster referred to the August 2008 minutes and requested information regarding the Director obtaining credit cards for Library use. Fifth/Third did not complete the application process and that inquiry was terminated. The Edward Jones card was terminated. RDL now has a card with Huntington and it is used in compliance with board approved policies.

e. Library Hours

Schuster displayed press releases from several area papers and complained that the listed library hours were inconsistent among them. Harper explained that she had created a template last year that includes open hours, directions to each location and phone numbers for both branches at the bottom. She pointed out that press releases are published without charge as a courtesy and as space allows; that the Library changed hours in August and again in September. She stated that she will ensure that the current hours are pointed out to the media. Harper also stated the signs at both branches have

been updated and that the new hours appear correctly in three places in the new newsletter.

f. Holiday Hours

Harper requested clarification from the Board the regarding whether or not the Library will close at 5:00 p.m. the day prior to a Library designated holiday. A motion was made by Eubank, supported by Reiz, that effective immediately, the Library will remain open regular hours on the day prior to any Library designated holiday. Ayes: All. Nays: None. Motion carried.

NEW BUSINESS:

a. Acceptance of the RDL 2008 Audit

Eubank made a motion, seconded by Wilson, to accept the 2008 audit. Ayes: All. Nays: None. Motion carried.

b. Lee Denim Day(s) Friday and Saturday, October 3rd & 4th 2008

Harper requested the Board of Directors be the fiduciary agent, collecting all contributions and writing one check to Lee Denim. Proceeds of Lee Denim Days are used in the fight against breast cancer. A motion was made by Reiz, supported by Eubank, for the Board of Directors to be the fiduciary agent for RDL staff proceeds from Lee Denim Days. Ayes: All. Nays: None. Motion carried.

c. Policy Updates

i. Reconsideration of materials

Harper had sent a copy of a new policy with supporting guidelines and form in the packets and requested that the Board approve an updated version of the "Reconsideration of Materials" policy. Schuster motioned, supported by Reiz, that the updated Reconsideration of Materials Policy be adopted. Ayes: All. Nays: None. Motion carried.

ii. Posters and Leaflets

Harper requested the Board adopt a policy that prohibits the distribution of posters, leaflets and business cards from outside businesses on the Library properties. A motion was made by Wilson, supported by Schuster, to accept the proposed policy which prohibits the distribution of posters, leaflets and business cards on Library properties. Ayes: All. Nays: None. Motion carried.

iii. Fundraising/Ticket Sales on Library Properties

A draft policy on this topic was reviewed. Discussion ensued and a variety of further refinements were identified. A motion was made by

Reiz supported by Eubank to table this matter until next month's meeting.
Ayes: All. Nays: None. Motion carried.

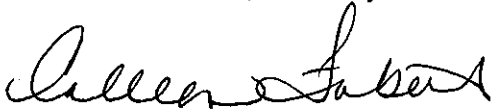
Adjournment

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

Meeting adjourned at 9:34 PM.

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