

ROMEO DISTRICT LIBRARY

OFFICIAL MINUTES

BOARD OF TRUSTEES

Romeo District Library Board

Regular Meeting Minutes

November 6, 2008

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

Staff Present: Mary Elizabeth Harper (RDL Director), Colleen Fabera (Administrative Assistant) and William Blevins (Technical Services Manager).

Others Present: Sherm and Linda Rundell, Dan O'Leary, Susan Brockmann.

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

INTRODUCTIONS:

The Board welcomed the public in attendance to the meeting. No introductions were necessary.

APPROVAL OF AGENDA:

Sergott requested additional items be added to the agenda under X. New Business: Add item d. Heating and Cooling; item e. Defibrillator/Washington Township. Schuster requested to add: f. Correction to RDL Bylaws. Sergott also requested to change: XI. to: Closed Session for update on contract negotiations and change Adjournment to item XII. Sergott made a motion, supported by Schuster, to accept the amended agenda. Ayes: All. Nays: None. Motion carried.

APPROVAL OF MINUTES:

Regular Meeting Minutes

Sergott requested an addition to the October 2, 2008 Regular Meeting Minutes. On page 1, add under Board Members Present, add the category: Absent. Correction to the minutes shall read: Absent: Helen Sergott. Eubank made a motion, supported by Reiz, to approve the minutes of the October 2, 2008 Regular Meeting as corrected. Ayes: All. Nays: None. Abstained: Sergott. Motion carried.

Special Meeting Minutes

Wilson requested the addition of the category: Absent following Board Members Present. Correction to the minutes shall read: Absent: Helen Sergott and Evva Shuster. Also, on page 2 of 2, under Roof Bid, the price of \$3,490 should be corrected to \$18,700. Sergott

requested a correction on page 2 of 2 under d. Payout of Vacation/Holiday; line 12, the date October 4, 2008 be changed to: October 2, 2008. Eubank motioned to accept the minutes as corrected, supported by Reiz. Ayes: All. Nays: None. Abstained: Sergott and Schuster. Motion carried.

PUBLIC PARTICIPATION:

There no public participation.

FINANCIAL REPORT:

Sergott reported that the balance in the Edward Jones Investment account is currently \$1,526,689.33. Year-to-date, RDL has earned \$14,876.34 in interest and dividends. The balance in the money market account is currently \$408,470.97. Sergott reminded the Board that there will be a maturity payout on 11/26/08 in the amount of \$202,000 into the money market account. Sergott requested permission from the Board to meet with the Edward Jones representative regarding investments which will reach maturity in April using approximately \$300,000. Sergott also brought to the Boards' attention that the interest rates in the money market account were near 2% in September and had dropped to 1.34% in October. Sergott further informed the Board that she has verified that the Library's money market investments are backed by federal securities. She added that Harper made a transfer of \$99,000 from Huntington into the Edward Jones account, leaving the balance at Huntington under \$200,000.

Susan Brockmann presented the Board with a Financial Report. Brockmann has been in contact with RDL auditors and has encountered some setbacks in being able to present the Board with a full financial picture from July 1, 2008. She is currently working with the auditors to make the adjustments and believes she will have all figures in place by RDL's next meeting. Brockmann was able to present the Board with a reformatted Revenue/Expenditure Report. She indicated that she still needed to add interest amounts Sergott reported earlier and stated the report would also be updated with a few prepaid expenses that had not been journalized yet. Brockmann stated that the current approved RDL budget figures still need to be distributed into the categories in the new report format and she indicated that in some instances, this will involve splitting the approved budget amounts to distribute them among the more detailed categories on the new report. There was consensus for having a Board Finance Committee spread the budget amounts into the new categories at meeting to be scheduled for this purpose. Brockmann explained the new format of the reports, one being a summary and the other being a more detailed report. Brockmann also explained that due to the amount of work and detail taken on from RDL it has taken slightly more time than anticipated but that everything will be in place in the very near future. The Board was pleased with the progress made by Brockmann. Sergott motioned to approve the format as presented by Bruce Township for the A/P & A/R, supported by Eubank. Ayes: All. Nays: None. Motion carried.

Schuster motioned, seconded by Eubank to accept the financial report. Ayes: All. Nays: None. Motion carried.

LIBRARY BILLS:

Following review, Reiz motioned, supported by Wilson, to approve the payment of bills. A roll call vote was taken: Reiz: Yes. Wilson: Yes. Eubank: Yes. Schuster: Yes. Sergott: Yes. Yelick-Miller: Yes. Motion carried.

DIRECTOR'S REPORT:

In addition to the written report, Harper informed the Board the RDL will soon be using Cavalier for telephone service carrier which will result in significant savings and should be effective towards the end of this month. She recognized the hard work done by Colleen Fabera in researching alternative telephone services.

Harper provided the board a list of tentative dates for 2009 Board meetings and asked the Board to review and respond at next month's meeting; she also requested a Finance Committee Meeting to review Heating & Cooling bids, the progress of GRS and MERS, and the budget re-formatting.

Harper will be meeting with the Village of Romeo's Building Inspector in regards to the Kezar porch and ramp in efforts to continue progress on the Community Development Block Grant Application.

Harper is requesting permission from the board to spend \$940 to purchase and install a new light at the sidewalk. After a brief Board discussion regarding the existing approved lighting plan and how the new light would affect it, the Board asked Harper to investigate the impact the proposed light and if it would be in compliance with code. If the findings are that the new light is in compliance with code, the Board agreed to allow Harper to proceed with placing the new light. The Board also agreed to allow Sergott to meet with Bruce Township or Washington Township to review the lighting issues and to move forward with the repairs to the flagpole lighting.

Schuster questioned Harper regarding a phone call she received from Mike at the Congregational Church regarding parking lot maintenance. Harper responded that she did speak with Mike; he was inquiring how much RDL agreed to pay towards parking lot maintenance. Harper provided him with a copy of the RDL July 2008 Board of Trustees Meeting which indicates the Board agreed to pay rent for parking spaces and the minutes reflect that the church is responsible for parking lot maintenance.

Eubank asked Harper if there would be a sign placed in the garden; Sergott apologized and stated that she would address that issue the next day (11/7/08).

In review of the cataloging report, Sergott questioned the amount of deletions at 2470 and additions at 770, Harper explained that due to the new RFID tagging system that will soon be implemented, the library is weeding designated materials and continues to purchase new material but is slow to process the new material in efforts to avoid the cost of having to tag material twice as the new system takes effect.

OLD BUSINESS:

a. Finance Committee

No report at this time.

b. Personnel Committee

No report at this time.

c. Fund Raising/Ticket Sales Policy

After review and discussion of the proposed policy the Board suggested that policy item 3, at the end of the last sentence, add: with Director's approval. Sergott motioned supported by Eubank to accept the Fund Raising and Sales Policy as corrected. Ayes: All. Nays: None. Motion carried.

Mr. Rundell, member of the public in attendance, requested to make the suggestion of also including the word "written" after "Director's" in item 2 and 3. To read "with the Director's written approval" Sergott motioned to accept the Fund Raising and Sales Policy with the corrections stated previously adding the correction in item 2 and 3 to read "with the Director's written approval." This motion was supported by Reiz. Ayes: All. Nays: None. Motion carried.

NEW BUSINESS

a. MERS Benefit E Adoption

Harper provide paperwork regarding the MERS Benefit Adoption E to be signed by Julie Yelick-Miller, President of the Board of Trustees. She explained the two options and added that the Library is required to choose one of them. Sergott made a motion to approve the uniform Resolution for Adopting Benefit Program E, option A, Traditional E, under section 2. This motion was seconded by Reiz. A roll call vote was taken: Sergott: Yes. Reiz: Yes. Eubank: Yes. Schuster: Yes. Wilson: Yes. Yelick-Miller: Yes. Motion carried.

b. Retiree Health Care Funding

Harper requested that this item be tabled until more information is available.

c. Policy Updates

Copy Services and Photographic Reproduction

Prior to the Board meeting, Harper provided the Board with a proposed "Conditions of Materials Use" policy that will help to protect fragile printed materials when RDL staff are asked to copy them. She also recommended increasing the price of copies due to the increased cost for paper and copier supplies.

After reviewing the proposed policies the Board agreed to accept the policies with one revision on page 1 of 2 of the Copy Services and Photographic Reproduction Policy Under Price, the end of the last sentence shall read: If staff are required to assist in making photocopies there may be a .50¢ charge at the discretion of the supervisor. Reiz motioned, seconded by Schuster to accept the Copy Services and Photographic Reproduction Policy as revised. Ayes: All. Nays: None. Motion carried.

Harper stated that she would post a two week notice in the copier area prior to the policy being enforced.

d. Heating and Cooling

Sergott reported that she received a document from the Washington Township supervisor that demonstrates how RDL's heating and cooling costs have been reduced as a result of repairs and adjustments made by Johnson Thermal-Temp, Inc. on the Graubner facility's heating and cooling system.

e. Defibrillator/Washington Twp

Sergott reported that Assistant Chief Clark of the Washington Township Fire Department, received a grant that will provide a defibrillator to RDL after it is purchased on November 19, 2008. The grant also includes a training session for the entire RDL staff. Sergott requested that the Board members representing the Village of Romeo and Bruce Township to speak to their fire departments to inquire about obtaining a defibrillator for the Kezar Library. Yelick-Miller requested a "thank you" letter be sent to Chief Clark and the fire department on behalf of RDL for providing the defibrillator to the community.

f. Correction to the RDL Bylaws

Schuster brought to the attention of the Board that in the RDL Bylaws on page 1, article 3, section 1 states that the time that the regular meetings of the Board of Trustees are to begin at 7:00 p.m. the first Thursday of each month. Schuster motioned, supported by Sergott to change the time from 7:00 to 7:30. Ayes: All. Nays: None. Motion carried.

CLOSED SESSION

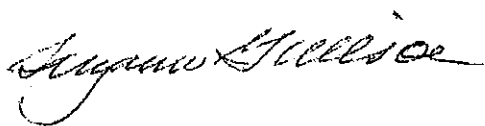
At 8:55 p.m., Sergott motioned, supported by Reiz to go into closed session. A roll call vote was taken: Eubank: Yes. Reiz: Yes. Schuster: Yes. Sergott: Yes. Wilson: Yes. Yelick-Miller: Yes. Motion Carried.

At 9:42 p.m. Sergott motioned, supported by Schuster to come out of closed session. Ayes: All. Nays: None. Motion carried.

Adjournment

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

Meeting adjourned at 9:42 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