



ROMEO DISTRICT LIBRARY
BOARD OF TRUSTEES

OFFICIAL MINUTES

Romeo District Library
Board of Trustees – Regular Meeting
April 8th, 2009

Meeting Minutes

Board Members Present: Julie Yelick-Miller, Kathy Eubank, Anna Reiz, Suzanne Wilson, Michael Pohlod, Stephanie Sochowicz.

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

Others Present: Susan Brockmann, Ben and Marlina Pllumaj, owners of Kristel Cleaning, Inc. Kathy Fannon (RDL Staff) attended towards the end of the meeting.

I. CALL TO ORDER:

President, Yelick-Miller called the meeting to order at 7:03 PM.

II. INTRODUCTIONS

The Board members, Director and Administrative Assistant introduced themselves to those present at the meeting.

III. APPROVAL OF AGENDA:

Motion to approve the Agenda made Wilson, seconded by Reiz. Ayes: All. Nays: None. Motion passed.

IV. Approval of the Minutes

Yelick-Miller requested that in the Regular Minutes of March 11 on page 2 of 4 under VI. Ava Center Cut-Through, in the second sentence, the word “the” after “benefits” be replaced with the word “that,” and in the first sentence, last paragraph, under the same heading the word “Ayes” be added before “All.” Wilson requested that on page 3 of 4, under a. Union Contract Update, the first sentence should be corrected to add after 8:45pm “to discuss union negotiations” and to correct the spelling of Eubank in the last sentence under b. Open Hours. Motion to approve the minutes of March 11, 2009 as corrected made by Eubank, seconded by Pohlod. Ayes: All. Nays: None. Abstained: Sochowicz. Motion passed.

Motion to approve the Closed Session Meeting Minutes of March 11, 2009 made by Eubank, seconded by Reiz. Ayes: All. Nays: None. Abstained: Sochowicz. Motion passed.

Motion to approve the Personnel Committee Meeting Minutes of March 18, 2009 made by Pohlod, seconded by Reiz. Ayes: All. Nays: None. Abstained: Sochowicz. Motion passed.

Finance Committee Meeting of March 25th, in the last sentence of the last paragraph, Pohlod requested to add the words "at least" after the word "by". Pohlod motioned, seconded by Wilson to approve the Finance Committee Meeting of March 25, 2009 as revised. Ayes: All. Nays: None. Abstained: Sochowicz. Motion passed.

V. Public Participation

The owners of Kristel Cleaning Company (currently contracted by RDL for cleaning services), addressed the Board in regards to the current open bid for cleaning services at RDL. Mr & Mrs. Pllumaj stated that they believe they have provided excellent service to the library in the past three years and hope to continue providing cleaning services for the library.

VI. Approval of the Financial Report/Investments

After review and discussion a motion to approve the Financial Report/Investments was made by Pohlod, supported by Eubank. Ayes: All. Nays: None. Abstained: Sochowicz. Motion passed.

VII. Approval of Bills and Salaries

Check number 1344 in the amount of \$4,966.68, issued to Washington Twp for MTT reimbursement was voided at the request of Washington Twp. A new invoice for a lesser amount will be issued. After review and discussion a motion to approve the payment of bills and salaries was made by Eubank, supported by Pohlod. Ayes: All. Nays: None. Abstained: Sochowicz. Motion passed.

The Finance Committee set a tentative date of May 6, 2009 at 7:00pm at Graubner to review financial matters with Susan Brockmann.

VIII. Report of the Director

In addition to the written report, Harper added the following updates: The Village of Romeo and Washington Township issued proclamations recognizing National Library week and Library Workers Day. National Library Week begins the week of April 12, 2009 and ends April 19, 2009. There was also an advertisement in the Romeo Observer this week promoting services the library offers free of charge.

Old Business

a. Kezar Hours

A motion to table this matter until the next Board meeting was made by Pohlod, seconded by Wilson. Ayes: All. Nays: None. Motion passed.

b. Employee Manual Update

After discussion, a motion to eliminate the progressive discipline policy from the current employee handbook was made by Wilson, supported by Reiz. Ayes: All. Nays: None. Abstained: Sochowicz. Motion passed.

IX. New Business

a. Suburban Cooperative Annual Trustee's Dinner

The Board discussed the topics that will be covered at the April dinner meeting.

b. Bids

i. Lawn Care Bids

A motion was made to table this matter until the Finance Committee Meeting on April 11, 2009 made by Wilson, supported by Pohlod. Ayes: All. Nays: None. Motion passed.

ii. Cleaning Bids

A motion was made to table this matter until the Finance Committee Meeting on April 11, 2009 made by Wilson, supported by Pohlod. Ayes: All. Nays: None. Motion passed.

c. Service Policy

i. Exam Proctoring

After discussion, a motion to adopt the Proctoring Examinations Policy was made by Eubank, supported by Wilson. Ayes: All. Nays: None. Motion passed.

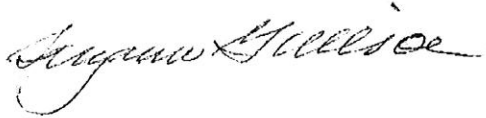
ii. Gifts and Donations

After discussion, a motion to adopt the Gift and Donations Policy, Guidelines, and related donation form was made by Wilson, supported by Pohlod. Ayes: All. Nays: None. Motion passed.

XI. Adjournment

A motion to adjourn was made by Eubank, supported by Sochowicz. Ayes: All. Nays: None.
Motion passed.

Meeting adjourned at 8:24 p.m.

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



ROMEO DISTRICT LIBRARY

OFFICIAL MINUTES

BOARD OF TRUSTEES

Romeo District Library

Board of Trustees – Budget Workshop Meeting Minutes

April 11, 2009

Board Members Present: Julie Yelick-Miller, Kathy Eubank, Anna Reiz, Suzanne Wilson, Michael Pohlod.

Board Member(s) Absent: Stephanie Sochowicz.

Staff Present: Mary Elizabeth Harper (RDL Director)

I. CALL TO ORDER:

President Yelick-Miller called the meeting to order at 9:15 a.m. She reminded those present that the purpose of the meeting was to do preliminary work on the 2009-2010 budget.

II. Bids for Service

2009 Grounds Maintenance bids were reviewed and discussed. Yelick-Miller moved, supported by Reiz, to authorize the Director to accept the bid submitted by R.White of Romeo for the second year in a row, with the provision that he fertilize fewer than six times. Ayes: All. Nays: None. Motion carried.

Cleaning bids were reviewed and discussed. Wilson moved, supported by Eubank, to authorize the Director to accept the bid submitted by Ideal Janitor Service of Shelby Township, MI for a period of one-year and with the understanding that Ideal will supply a logbook for RDL use. Ayes: Yelick-Miller, Eubank, Wilson, Pohlod. Nays: Reiz. Motion carried.

III. Kezar Hours

In previous discussions and in a discussion today, the points had been made that the current Kezar hours are not easy for anyone to remember and that the RDL should maintain and promote the same schedule of hours at Kezar for at least one year. Harper presented a schedule of Tuesday - Thursday, 10 a.m. - 7 p.m.; F/S 10 a.m. – 6 p.m.--a schedule that would decrease current staffing by 4 hours a week. Yelick-Miller made a motion to open the Kezar Library from 10 a.m. – 7 p.m. Tuesday-Saturday. Ayes: All. Nays: None. Motion carried.

IV. Program Costs

Yelick-Miller moved, supported by Wilson, that for the 2009-2010 Fiscal Year, there be no money allocated for program refreshments or performers. Harper was advised to seek grants and donations to fund programs. Ayes: All. Nays: None. Motion carried.

V. Logo

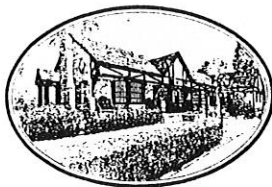
Harper presented a new logo designed by RDL Librarian Bethanie Connors and recommended by Karen Palka, Carousel Creations, who designed and prepares the RDL newsletter. Yelick-Miller motioned that the new logo be approved, but that no money be spent to reproduce it. Reiz supported the motion. Ayes: Yelick-Miller, Eubank, Reiz, Pohlod. Nays: Wilson. Motion carried.

VI. Adjournment

At 12:40 pm, Wilson moved and Reiz supported a motion to adjourn. Ayes: All. Nays: None. Motion carried.

A handwritten signature in cursive script, appearing to read "Suzanne Wilson".

Suzanne Wilson, Secretary



ROMEO DISTRICT LIBRARY

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Romeo District Library
Board of Trustees
Finance Committee Meeting
May 6, 2009
Graubner Library
7:00 pm

Attending were President Yelick-Miller, Treasurer Reiz, and Pohlod. Director Harper was also present.

The meeting was called to order at 7:10 pm by Yelick-Miller.

1. The Bruce/RDL accounting contract was discussed.
2. A format for amending the 2008-2009 budget was discussed and Harper agreed to provide a draft in advance of the regular May Board meeting.
3. The 2009-2010 budget was discussed and Harper agreed to provide a draft for the regular May Board meeting.

Mary Elizabeth Harper, Director