



ROMEO DISTRICT LIBRARY

OFFICIAL MINUTES

BOARD OF TRUSTEES

Romeo District Library Board of Trustees – Regular Meeting Minutes

March 11, 2009

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

Board Member(s) Absent: none

Staff Present: Mary Elizabeth Harper (RDL Director) and Colleen Fabera (Admin. Asst.)

Others Present: Brian Tyrell, Dave Keown, Susan Brockmann, Kathy Fannon, Bethanie Connors (present for a short time)

I. CALL TO ORDER:

President Yelick-Miller called the meeting to order at 7:30 PM.

II. INTRODUCTIONS

The Board members, Director, and Administrative Assistant introduced themselves to the public in attendance: Brian Tyrell-Fire Marshall of Washington Fire Dept.; Dave Keown-Building Director of Washington Twp.; Susan Brockmann-Bruce Twp. Clerk and RDL bookkeeper; Kathy Fannon -RDL staff member and Washington Twp. resident.

III. APPROVAL OF AGENDA:

Wilson requested that under IV Approval of Minutes-February 5 Regular and Special, that the word "Special" be change to "Closed." Reiz motioned, supported by Wilson to approve the agenda as amended. Ayes: All. Nays: None. Motion carried.

IV. Approval of the Minutes

Pohlod motioned, supported by Reiz, to approve the Regular Meeting Minutes of February, 5 2009. Ayes: All. Nays: None. Abstained: Eubank. Motion carried.

Pohlod motioned, supported by Reiz, to approve the Closed Session Meeting Minutes of February 5, 2009. Ayes: All. Nays: None. Abstained: Eubank. Motion carried.

VI. Ava Center Cut-Through

Eubank motioned supported by Reiz to revise the agenda to present this item next. Ayes: All. Nays: None. Eubank. Motion carried.

Building Director of Washington Twp. Dave Keown and Fire Marshall, Brian Tyrell addressed the Board to voice their support for the proposed cut-through in terms of the safety benefits that it would provide. Discussion ensued. RDL staff member, Bethanie Connors, voiced her concern of possible decreased parking lot safety for RDL's patrons and staff due to higher traffic volumes and speeds. Further discussion ensued. A motion to approve the Ava Center Cut-through which would be paid for by Ava Developers and which would include two (2) large speed bumps was made by Wilson, supported by Eubank. A Roll call vote was taken: Wilson: Yes, Eubank: Yes, Yelick-Miller: No, Reiz: Yes, Pohlod: Yes. Motion Carried.

Wilson motioned, supported by Reiz, that the Board convene a task force to identify options to relocate the book drop. Ayes: All. Nays: None. Motion carried. Wilson and Eubank volunteered to serve on the task force and Harper will schedule a meeting with them and with Mr. Keown as needed.

VII. Public Participation

There was no public participation.

VIII. Approval of the Financial Report/Investments

Susan Brockmann presented the Financial Report, and following discussion the Board requested Brockmann provide the following: the previous month's Revenue/Expenditure Report, a Trial Balance Sheet with the end date of the previous month, an Income Statement and the current month's Check Register. The board affirmed that these documents were needed by the Friday preceding each Board Meeting so that they could be distributed and reviewed by Board Members prior to the meeting. A motion was made by Eubank and supported by Pohlod to approve the Financial Report. Ayes: All. Nays: None. Motion carried.

A motion was made by Reiz, supported by Wilson to authorize Mary Elizabeth Harper to continue making investments with Ed Lynch at Edward Jones Investments. Ayes: All. Nays: None. Motion carried.

IX. Approval of Bills and Salaries

The Board reviewed and discussed the Bills and Salaries. Reiz motioned, supported by Eubank, to approve the payment of Bills and Salaries. Ayes: All. Nays: None. Motion carried.

X. Report of the Director

In addition to the Director's written report, Harper provided the Board with an update of the status of the Heating and Cooling issues. Discussion ensued. It was agreed that the Board's

Finance Committee would review heating/cooling bids to develop recommendations prior to the next Board meeting.

XI. Old Business

a. Union Contract Updates

Wilson motioned, supported by Pohlod, to enter closed session at 8:54 pm to discuss union negotiations. A Roll call vote was taken: Wilson: Yes, Pohlod: Yes, Yelick-Miller: Yes, Eubank: Yes, Reiz: Yes. Motion Carried.

Wilson motioned, supported by Eubank, to come out of closed session at 9:07 p.m. Ayes: All. Nays: None. Motion carried.

Reiz motioned, supported by Wilson, to accept the Unit 62 contract as presented. Ayes: All. Nays: None. Motion carried.

b. Open Hours

Following a discussion of changing hours of operation, the Board took no action. Discussion ensued surrounding tax revenue declines and the need to aggressively control expense. Wilson requested that Harper explore whether there are ways to increase open hours for patrons without adding any additional staff. Harper agreed to present alternative options at the April meeting.

Eubank motioned, supported by Pohlod, to close RDL on Easter Sunday, April 12, 2009 as an unpaid day off for staff. Ayes: All. Nays: Reiz. Motion carried.

Pohlod motioned, supported by Eubank, to close RDL on the Sunday prior to Labor Day, September 6, 2009 as an unpaid day off for staff. Ayes: All. Nays: None. Motion carried.

XI. New Business

a. Set Budget Planning Meeting in April

A Budget Planning Meeting has been scheduled for April 11, 2009 at 9:00 a.m. at the Graubner Library.

b. Board Meeting Schedule

A motion was made by Wilson, supported by Pohlod, to amend the RDL Bylaws to state that Regular Board Meetings are held at 7:00 p.m. on the second Wednesday of each month effective April 2009. Ayes: All. Nays: None. Motion carried.

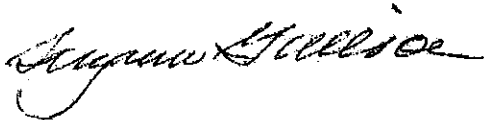
c. Employee Manual Change

A motion was made by Wilson and supported by Pohlod to adopt the proposed Standards of Conduct as presented. Ayes: All. Nays: None. Motion carried. Harper agreed to bring a proposal for revised Progressive Discipline procedures to the next meeting.

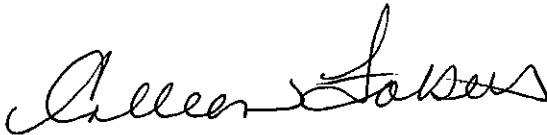
XII. Adjournment

Wilson motioned, supported by Reiz, to adjourn the meeting. Ayes: All. Nays: None. Motion carried.

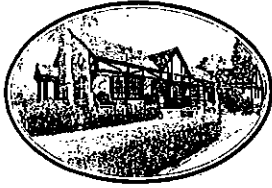
Meeting adjourned at 9:50 p.m.

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
BOARD OF TRUSTEES

OFFICIAL MINUTES

Romeo District Library
Board of Trustees

Closed Session Meeting Minutes
March 11, 2009

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

Board Member Absent: None

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

Closed session began at 8:54 p.m.

The Board reviewed the proposed tentative agreement with Unit 62. Details of the proposed contract were discussed at length.

Closed session ended at 9:07 p.m.

Respectfully submitted,

Suzanne Wilson, Secretary

Colleen Fabera
Recording Secretary



ROMEO DISTRICT LIBRARY
BOARD OF TRUSTEES

OFFICIAL MINUTES

Romeo District Library
Board of Trustees

Personnel Committee Meeting Minutes
March 18, 2009

Board Members Present: Suzanne Wilson and Kathy Eubank

Staff Present: Mary Elizabeth Harper (RDL Director)

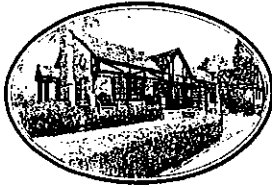
The meeting began at 7:00 p.m.

The Committee reviewed and discussed a number of personnel issues.

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Suzanne Wilson, Secretary



ROMEO DISTRICT LIBRARY

OFFICIAL MINUTES

BOARD OF TRUSTEES

Romeo District Library Board of Trustees

Finance Committee Meeting Minutes March 25, 2009

Board Members Present: Julie Yelick-Miller and Michael Pohlod

Staff Present: Mary Elizabeth Harper (RDL Director)

The meeting began at 7:00 p.m.

The finance committee reviewed three bids for examining the heating and cooling systems in both buildings, preparing bid specifications for ongoing service and maintenance, and reviewing received bids. The committee selected the bid from Strategic Energy Solutions located in Berkley MI. This bid includes the services of Robert Lipka, a local Architect (RLA Studio). The bid was a flat fee of \$4,700. Harper agreed to call Mr Lipka to start the process immediately.

The finance committee also discussed revenue and recommends reducing expenditures for the upcoming year (7/1/09 to 6/30/10) by at least \$150,000 to lessen the burden in the subsequent year (7/1/10 to 6/30/11).

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Mary Elizabeth Harper
Director