

Romeo District Library  
Board of Trustees – Regular Meeting  
June 10th, 2009

Meeting Minutes  
Approved July 8, 2009

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

**Board Member Absent:** Anna Reiz

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

**Others Present:** None

**I. CALL TO ORDER:**

President, Yelick-Miller called the meeting to order at 7:08 p.m.

**II. INTRODUCTIONS**

No introductions were necessary.

**III. APPROVAL OF AGENDA:**

Yelick-Miller added item e. Uniform Resolution to Adopt the MERS Retiree Health Funding Vehicle to the agenda. Wilson motioned to approve the agenda as revised. The motion was supported by Eubank. Ayes: All. Nays: None. Motion carried.

**IV. Public Hearing – July 1<sup>st</sup> 2009 through June 30, 2010 Romeo District Library Budget**

A motion was made by Eubank supported by Pohlod, to open the Public Hearing of the Romeo District Library Budget at 7:10 PM. Ayes: All. Nays: None. Motion carried.

The Board reviewed the proposed 2009-2010 Romeo District Budget. A brief discussion ensued.

A motion to close the Public Hearing of the Romeo District Library was made by Eubank at 7:16 PM, supported by Pohlod. Ayes: All. Nays: None. Motion carried.

## **V. Adoption of the 2009 – 2010 Budget**

A motion to adopt the proposed 2009 – 2010 Budget as presented by departments was made by Eubank, supported by Pohlod. A roll call vote was taken. Eubank: Yes, Pohlod: Yes, Yelick-Miller: Yes, Wilson: Yes, Sochowicz: Yes. Motion carried.

## **VI. Approval of the Minutes**

### **Regular Meeting Minutes of May 13<sup>th</sup>, 2009**

A motion was made Pohlod, supported by Sochowicz, to approve the Regular Meeting Minutes of May 13<sup>th</sup>, 2009. Ayes: All. Nays: None. Motion carried

### **Finance Committee Meeting of June 3<sup>rd</sup>, 2009**

Pohlod requested to add as the last sentence: Pohlod requested that the director provide the Board with accurate information on a more timely basis. A motion was made by Pohlod, supported by Eubank to approve the Finance Committee Meeting Minutes of June 3<sup>rd</sup>, 2009 as revised. Ayes: All. Nays: None. Motion carried.

## **VII. Public Participation**

There was no public in attendance.

## **VIII. Approval of Financial Report/Investments**

The Board reviewed the Financial Report and Investments; discussion ensued.

A motion was made by Wilson, supported by Pohlod to approve the Financial and Investment Report. Ayes: All. Nays: None. Motion carried.

## **IX. Approval of Bills and Salaries**

The Board reviewed the bills and salaries; discussion ensued.

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A motion was made by Eubank, supported by Pohlod to approve the payment of bills and salaries. Ayes: All. Nays: None. Motion carried.

## **X. Report of the Director**

In addition to the written report, Harper provided information about trustee training as a handout and also said that she had spoken with staff at the Library of Michigan about offering training. The Board asked that Harper poll other local libraries to see if anyone would be interested in

participating in Trustee training and if so try to coordinate a training session for all interested parties.

Harper informed the Board that she is working on organizing program data regarding attendance, cost and time associated with each program. This will help to determine what programs are and are not worth continuing. At this point in time the only programming that the library will provide going into the 2009 fiscal year are grant funded. Staff are currently applying for grants for the mystery author series and the fall music series. Staff have been made aware that there is no money in the budget for additional programming.

Harper also stated that she is reviewing and drafting updates for library service policies.

## **XI. Old Business**

### **a. Amendments to 2008 – 2009 Budget**

The Board reviewed and discussed the proposed amendments to the 2008-2009 budget.

A motion to approve the proposed budget amendments as presented by departments for a total of \$2,234, 069 was made by Eubank, supported by Sochowicz. A roll call vote was taken. Eubank: Yes, Sochowicz: Yes, Yelick-Miller: Yes, Wilson: Yes, Pohlod: Yes. Motion Carried.

The Board scheduled to meet Tuesday, June 30 at 7:00 p.m. at the Graubner Library to make any additional financial adjustments that may be necessary.

## **XXI. New Business**

### **a. Employee Handbook**

Wilson expressed her appreciation for the work that Harper and the RDL attorney did in correcting the Employee Handbook to provide consistency with the union contracts. Wilson stated that she was extremely pleased with the outcome. The Board reviewed the handbook page by page. The Board questioned two points and Harper said she would confirm that they are in keeping with current contracts. The following correction was made:

Page 7: In the first paragraph, first line to add a coma between the words "brother sister" to read: "brother, sister."

A motion to adopt the Employee Handbook, as presented with corrections, was made by Sochowicz, supported by Pohlod. Ayes: All. Nays: None. Motion carried.

### **b. SES Engineering Solution Proposal**

A motion to affirm the acceptance of the SES Engineering Solution Proposal was made by Wilson, supported by Pohlod. A roll call vote was taken. Wilson: Yes, Pohlod: Yes, Yelick-Miller: Yes, Eubank: Yes, Sochowicz: Yes. Motion carried.

**c. Election of Officers**

The Board agreed to the following appointments:

Board of Trustees of the Romeo District Library

President: Yelick-Miller

Vice President: Eubank

Treasurer: Pohlod

Secretary: Sochowicz

Trustee: Reiz

A motion was made by Eubank, supported Wilson to accept the above appointments. Ayes: All. Nays: None. Motion carried.

Finance Committee

Yelick-Miller

Pohlod

Personnel Committee

Eubank

Reiz

Sochowicz

A motion was made by Eubank, supported Wilson to accept the above appointments. Ayes: All. Nays: None. Motion carried.

**d. MERS**

A motion to adopt the MERS Retiree Health Funding Vehicle Uniform Resolution was made by Pohlod, supported by Eubank. A roll call vote was taken: Pohlod: Yes, Eubank: Yes, Yelick-Miller: Yes, Wilson: Yes, Sochowicz: Yes. Motion carried.

**XI. Adjournment**

Eubank motioned to adjourn the meeting. The motion was supported by Sochowicz. Ayes: All. Nays: None. Motion carried.

Meeting adjourned at 8:39 p.m.

Suzanne Wilson, Secretary

Colleen Fabera  
Recording Secretary