

<p>Romeo District Library Regular Meeting</p> <p>Wednesday, October 14, 2009</p> <p>Graubner Branch Meeting Room 65821 Van Dyke Washington, Michigan</p> <p>MINUTES</p>	<p>APPROVED MINUTES</p>
<p>Trustee Vice-President Kathleen Eubank called the meeting to order at 7:00pm</p> <p>Members present: Kathleen Eubank, Stephanie Sochowicz, Michael Pohlod, Elizabeth Miller, Anna Reiz</p> <p>Members absent: Julie Yelick-Miller</p> <p>Employees Present: Library Director Mary Elizabeth Harper and Donna Picklo, Administrative Assistant</p> <p>Others Present: Todd Vercruysse of SES, John Gideon of Buss and Company, Susan Brockmann – Bruce Township Clerk & Accounting Manager for RDL and Dana Jenuwine as recording secretary</p>	<p>CALL TO ORDER</p>
<p>AGENDA: Motion by Sochowicz, support by Pohlod to approve agenda as amended.</p> <p>IV. Approval of Minutes</p> <p>c. DDC (Moved from IX. a)</p> <p>d. Presentation of 2008-2009 Audit Report (Moved from X. a)</p> <p>AYE: ALL NAY: NONE ABSENT: REIZ, YELICK-MILLER</p>	<p>APPROVAL OF AGENDA</p> <p>MOTION CARRIED</p>
<p>APPROVAL OF MINUTES: Motion by Pohlod, support by Miller to approve the minutes of September 9, 2009 Board of Trustees meeting as corrected.</p> <p>AYE: ALL NAY: NONE ABSENT: REIZ, YELICK-MILLER</p> <p>Motion by Pohlod, support by Sochowicz to approve the minutes of September 30th, 2009 Finance Committee meeting as presented.</p> <p>AYE: ALL NAY: NONE ABSENT: REIZ, YELICK-MILLER</p>	<p>APPROVAL OF MINUTES SEPTEMBER 9TH BOARD OF TRUSTEES</p> <p>MOTION CARRIED</p> <p>SEPTEMBER 30TH FINANCE COMMITTEE</p> <p>MOTION CARRIED</p>

<p>DDC REPLACEMENT PROJECT AT GRAUBNER: Todd Vercruysse of Strategic Energy Solutions presented to the Board his comments on the bid opening and post bid interview process.</p> <p>TRUSTEE ANNA REIZ ARRIVES AT 7:05</p> <p>Discussion was held including qualifications of contractors, the use of existing vs. new equipment, the testing of existing equipment, timeframe and the offer of a system demonstration by the contractors.</p> <p>Motion by Miller, support by Reiz to award General Control the DDC Replacement Project at a cost of \$39,500.</p> <p>Treasurer Pohlod commented he prefers the lowest bidder. Director Harper will arrange system demonstration presentation.</p> <p>AYE: REIZ, SOCHOWICZ, EUBANK, MILLER NAYS: POHLOD ABSENT: YELICK-MILLER</p>	<p>DDC REPLACEMENT AT GRAUBNER</p> <p>TRUSTEE REIZ ARRIVES</p> <p>MOTION CARRIED</p>
<p>2008/2009 AUDIT REPORT: Mr. John Gideon of Buss and Company presented to the Board the results of the 2008/2009 fiscal year audit. He indicated the Library received an unqualified rating (the highest rating available), and that the Library is financially sound. Mr. Gideon summarized for the Board the various reports included in the audit and explained recommendations for the future. Treasurer Pohlod questioned the availability of the general ledger, budgeting tax revenues, investment policy and increases in liabilities.</p> <p>Motion by Pohlod, support by Sochowicz to accept the Auditor's Report as presented.</p> <p>AYE: ALL NAYS: NONE ABSENT: YELICK-MILLER</p>	<p>2008/2009 AUDIT REPORT</p> <p>MOTION CARRIED</p>
<p>FINANCIAL REPORT/INVESTMENTS: It was noted a correction needs to be made on delinquent property taxes and that Treasurer Pohlod requested email notification of 2nd check run. Clerk Brockmann said that Bruce Township Accounting could initiate budget amendments for presentation to the Board to be included with financials; Harper noted that she could do this as well. This will begin with November Board packets.</p> <p>Motion by Pohlod, support by Reiz to approve financials as presented.</p> <p>AYE: ALL NAY: NONE ABSENT: YELICK –MILLER</p> <p>BILLS AND SALARIES: Treasurer Pohlod questioned the retiree</p>	<p>FINANCIAL REPORT/INVESTMENTS</p> <p>MOTION CARRIED</p> <p>APPROVAL OF BILLS AND SALARIES</p>

<p>health funding expense and it was indicated that the final journal entries for the 2008/2009 audit have not yet been received by Bruce Township. Motion by Miller, support by Pohlod to approve the bills and salaries as presented.</p> <p>AYE: ALL NAY: NONE ABSENT: YELICK –MILLER</p>	<p>MOTION CARRIED</p>
<p>DIRECTORS REPORT: Director Harper introduced Donna Picklo, her new administrative assistant who was welcomed by the Board. Questions for Director Harper included the status of the Bruce Township Accounting Contract, the ramp at Kezar and the availability of Board training.</p>	<p>DIRECTOR'S REPORT</p>
<p>OLD BUSINESS: SNOW REMOVAL: Director Harper presented to the Board the 2 bids received, with both contractors equally qualified. Motion by Miller, support by Pohlod to enter into contract with R. White Services, Inc. for Graubner and Kezar snow removal for a period of 2 years beginning November 1, 2009 to October 31, 2011.</p> <p>AYE: ALL NAY: NONE ABSENT: YELICK –MILLER</p> <p>STRATEGIC PLAN: Secretary Sochowicz reported to the Board the committee has held two meetings, a spreadsheet indicating progress is being compiled and that a presentation will be given next month.</p>	<p>OLD BUSINESS SNOW REMOVAL BIDS</p> <p>MOTION CARRIED</p> <p>STRATEGIC PLAN</p>
<p>NEW BUSINESS: REVISED SUBURBAN LIBRARY COOPERATIVE PLAN OF SERVICE: Resolved by Sochowicz, support by Pohlod to accept the Suburban Library Cooperative Plan of Service as revised.</p> <p>AYES: ALL NAYS: NONE ABSENT: YELICK-MILLER</p>	<p>NEW BUSINESS REVISED SLC PLAN OF SERVICE</p> <p>RESOLUTION CARRIED</p>
<p>COMMENTS: Trustee Miller commented that in an effort to provide consistency she would like to have the supporting municipalities acquire copies of Romeo District Library minutes from the website.</p>	<p>COMMENTS</p>
<p>ADJOURNMENT: Motion by Pohlod, support by Miller to adjourn at 8:30pm.</p> <p>AYE: ALL NAY: NONE ABSENT: YELICK-MILLER</p>	<p>ADJOURNMENT</p> <p>MOTION CARRIED</p>

Stephanie Sochowicz , Secretary

Date

Dana Jenuwine, Recording Secretary

Date