

<p>Romeo District Library Regular Meeting</p> <p>Wednesday, May 12, 2010</p> <p>Graubner Library 65821 Van Dyke Washington, Michigan 48095</p> <p>MINUTES</p>	<p><b>APPROVED MINUTES</b></p>
<p>President Kathleen Eubank called the meeting to order at 7:03 pm.</p> <p><b>Members present:</b> Kathleen Eubank, Carol Marshall, Elizabeth Miller, Michael Pohlod, Anna Reiz, Stephanie Sochowicz</p> <p><b>Members absent:</b> None</p> <p><b>Employees present:</b> Library Director Mary Elizabeth Harper and Donna Picklo, Administrative Assistant as recording secretary.</p> <p><b>Others Present:</b> Susan Brockmann, Bruce Twp. Clerk; Dana Jenuwine, Bruce Twp. Accounts Payable; Joy Stevenson, Bruce Twp. Payroll and Cash Receipts; Lauren Brockmann; Peggy Gielow, RDL retiree.</p>	<p><b>CALL TO ORDER</b></p>
<p><b>AGENDA: Motion by Miller, support by Reiz to approve agenda as amended:</b></p> <p><b>IX. Old Business</b></p> <p>    <b>b. CDBG Grant</b></p> <p><b>X. b. Budget</b></p> <p><b>AYES: ALL</b> <b>NAYS: NONE</b> <b>ABSENT: NONE</b></p>	<p><b>APPROVAL OF AGENDA</b></p> <p><b>MOTION CARRIED</b></p>
<p>Peggy Gielow questioned what is happening with retiree health benefits following a phone call from former Director Kruse. Harper clarified that the retired director is covered under a BCBS PPO policy, where Gielow is covered under a different policy and that changes to Kruse's insurance were instigated by the carrier. Harper said that the Board has not made a decision about changes to insurance. Gielow requested timely manner notification if there will be any changes to her insurance.</p> <p><b>APPROVAL OF MINUTES: Motion by Marshall, support by Pohlod to approve the minutes of April 10, 2010 Board of Trustees meeting with the following amendment:</b></p> <p><b>COMMENTS: Miller requested Kezar hours placed on May agenda.</b></p> <p><b>AYES: ALL</b></p>	<p><b>PUBLIC PARTICIPATION</b></p> <p><b>APPROVAL OF MINUTES</b> <b>APRIL 14<sup>TH</sup> BOARD OF TRUSTEES</b></p> <p><b>MOTION CARRIED</b></p>

<p><b>NAYS: NONE</b> <b>ABSENT: NONE</b></p> <p><b>FINANCIAL REPORT/INVESTMENTS:</b> Pohlod recommends discontinuing printing of the Trial Balance report for board packets because it duplicates the balance sheet. Packets will include Revenue/Expenditure Report and balance sheet. Pohlod called Ed Lynch of Edward Jones regarding recommendations for investments, email from Lynch were distributed to Board.</p> <p><b>Motion by Pohlod, support by Reiz to approve May financials as presented.</b></p> <p><b>AYES: ALL</b> <b>NAYS: NONE</b> <b>ABSENT: NONE</b></p> <p><b>BUDGET AMENDMENT:</b> Pohlod reviewed budget amendment and noted that contractual services will need budget amendment next month.</p> <p><b>Motion by Pohlod, support by Marshall to approve budget amendments as submitted.</b></p> <p><b>AYES: ALL</b> <b>NAYS: NONE</b> <b>ABSENT: NONE</b></p>	<p><b>FINANCIAL REPORT/INVESTMENTS</b></p> <p><b>MOTION CARRIED</b></p> <p><b>BUDGET AMENDMENT</b></p> <p><b>MOTION CARRIED</b></p>
<p><b>BILLS AND SALARIES:</b></p> <p><b>Motion by Miller, support by Pohlod to approve the May bills and salaries as presented.</b></p> <p><b>AYES: ALL</b> <b>NAYS: NONE</b> <b>ABSENT: NONE</b></p>	<p><b>BILLS AND SALARIES</b></p> <p><b>MOTION CARRIED</b></p>
<p><b>DIRECTOR'S REPORT:</b> Eubank requested Director's Report be inserted into minutes as submitted to the Board by the Director. At the meeting, Harper shared correspondence and Romeo Observer editorial regarding positive comments about some staff members. She reminded the Board that the Action for Earth mural unveiling Tuesday June 8<sup>th</sup> at 7pm and distributed final punch list from Todd Vercruysse, Strategic Energy Solutions, for DDC repair. Some items will need repair/replacement and she has requested prices. The written director's report follows:</p> <p><b>New</b></p> <ol style="list-style-type: none"> <li>1. The necessary paperwork to appear before both the Village Historic District and Planning Commissions has been submitted. I anticipate receiving approval</li> </ol>	<p><b>DIRECTOR'S REPORT</b></p>

<p>and moving forward on our timetable of construction being complete by end of July. The bid specs for construction stipulate that Kezar will remain open during construction.</p> <p><b>Old Business, Updated</b></p> <p>In response to a question about the relationship between use and cost of Playaways, the use is quite good for the majority of titles and good for the others.</p> <ol style="list-style-type: none"> <li>1. I have received the Final Punch List for the DDC commissioning and will have a report shortly with recommended actions.</li> <li>2. Both buildings passed the annual inspections being done in April and May.</li> </ol>	
<p><b>NEW BUSINESS:</b></p> <p><b>KEZAR HOURS:</b> Miller wanted to open discussion regarding Kezar hours. Marshall suggests 12-8 Tuesday through Friday. Harper will have Kezar staff keep tally sheet of patron use by hour and day.</p> <p><b>BUDGET:</b> Pohlod recommends projecting next year's budget using what was received from Bruce and Washington minus 12%. Brockmann stated taxes will be collected thru March with an adjusted journal entry for delinquent taxes. Pohlod calculates \$528,000 from Bruce and \$1,281,000. Harper to decrease budget by \$100,000. Marshall suggested bidding out attorney. Miller and Eubank stated attorney is doing a good job and has experience working on the union negotiations. Harper stated attorney has already done some preliminary work on contract. Marshall stated there are errors in the contract and that there are 5 part-time employees receiving benefits that they are not eligible for.</p> <p><b>Motion by Pohlod, support by Marshall to ask attorney if he is willing to reduce fee effective next fiscal year.</b></p> <p><b>AYES: ALL</b>  <b>NAYS: NONE</b>  <b>ABSENT: NONE</b></p> <p><b>Motion by Pohlod, support by Sochowicz to extend Ideal Cleaning for fiscal year 2010-2011 at the same price as quoted last year.</b></p> <p><b>AYES: ALL</b>  <b>NAYS: NONE</b>  <b>ABSENT: NONE</b></p> <p>Brockmann questioned whether Bruce is meeting RDL expectations and if there are any concerns. Brockmann would like 90 day notice if contract is not going to be renewed. Pohlod not in agreement of switching from Bruce and feels RDL should give at least 6 month notice, concerns about audit completion, stated fund balance is best format for small-medium business. Brockmann requested this</p>	<p><b>NEW BUSINESS</b>  <b>KEZAR HOURS</b></p> <p><b>BUDGET</b></p> <p><b>ATTORNEY FEES</b></p> <p><b>MOTION CARRIED</b></p> <p><b>CLEANING CONTRACT</b></p> <p><b>MOTION CARRIED</b></p>

issue be put on the June agenda.

**Motion by Marshall, support by Pohlod to put Bruce Twp. Accounting contract on June Agenda.**

**AYES: ALL**

**NAYS: NONE**

**ABSENT: NONE**

**CONGREGATIONAL CHURCH:** Parking lot fee from Congregational Church is \$4,500/yr for 6 parking spaces. Possibility of parking on Kezar side of street, this would involve eliminating grass boulevard. Marshall to contact Mr. Heiss at the Congregational Church regarding parking lot fee and will make recommendation to the Board.

**NEWSLETTER:** One page ad for Library programming was put in the Parks & Rec brochure at a cost of \$600. Harper stated mailing newsletter is not cost effective. Library will put occasional ad in paper, work with Channel 6, and do special mailings 1-2 times a year. Increased presence on web site is difficult due to lack of staff time, possible student intern project.

**MLA:** MLA membership costs \$695/year. Members receive discounts on workshops and receive support thru lobbying done by MLA. Harper will put membership cost be in next year's budget.

**GRANT PROGRAMMING:** Programs from July 09-Aug 2010: SRP, Fall Music series, Fall Mystery series were paid with grant funding. Programs will continue to be paid with grants. Availability of grant money is decreasing. Harper stated she has a template for grant writing and that grants can be time consuming. Summer Reading Program paid for with \$2,000 grant. Target will no longer fund library based programs.

**GROUNDS AND MAINTENANCE:** "As needed" tree and shrub trimming costs are not in the budget. Miller stated there are some concerns about some trees at Kezar needing work. Harper stated a Sugar Maple at Kezar is unhealthy and may not survive work on porch.

**COMPUTERS:** Marshall questioned what happens with old computers. Harper stated some parts are kept for library use and there is a possibility of offering a computer class this summer. Discussion regarding selling old computers in lobby.

**AUDITOR BIDS:** Bids for auditing firm will go out in November. Miller expressed concern about amount of time requesting bids takes and the cost of staff time to acquire them.

**MOTION CARRIED**

**CONGREGATIONAL CHURCH**

**NEWSLETTER**

**MLA MEMBERSHIP**

**GRANT PROGRAMMING**

**GROUNDS AND MAINTENANCE**

**COMPUTERS**

**AUDITOR BIDS**

<p><b>Motion by Pohlod, support by Sochowicz to extend Bruce Twp. Accounting contract thru February 28, 2011.</b></p> <p><b>AYES: ALL</b>  <b>NAYS: NONE</b>  <b>ABSENT: NONE</b></p> <p>Harper to send a contract to Bruce Twp. Accounting with extended date and notify them the issue will not be on June agenda.  Accounting bids will tentatively go out in September.</p> <p><b>CLOSED SESSION: Board went into closed session at 9:10 pm.</b></p> <p><b>AYES: ALL</b>  <b>NAYS: NONE</b>  <b>ABSENT: NONE</b></p> <p><b>CLOSED SESSION ADJOURNMENT: Motion by Marshall, support by Miller to come out of closed session at 10:42.</b></p> <p><b>AYES: ALL</b>  <b>NAYS: NONE</b>  <b>ABSENT: NONE</b></p>	<p><b>BRUCE TWP. ACCOUNTING</b></p> <p><b>MOTION CARRIED</b></p> <p><b>CLOSED SESSION</b></p> <p><b>MOTION CARRIED</b></p>
<p><b>COMMENTS:</b>  None</p>	<p><b>COMMENTS</b></p>
<p><b>ADJOURNMENT: Motion by Miller, support by Pohlod to adjourn at 10:42pm.</b></p> <p><b>AYES: ALL</b>  <b>NAYS: NONE</b>  <b>ABSENT: NONE</b></p>	<p><b>ADJOURNMENT</b></p> <p><b>MOTION CARRIED</b></p>
<p>_____</p> <p><b>Stephanie Sochowicz , Secretary</b>      <b>Date</b> _____</p> <p>_____</p> <p><b>Donna Picklo, Recording Secretary</b>      <b>Date</b> _____</p>	