

Romeo District Library
Board Meeting
Graubner Library 7:00 P.M.
July 13, 2011

APPROVED MINUTES

	Agenda Item	Motion/Discussion	VOTE				
			Treasurer Beauvais	President Collins	Trustee Fortuna	Secretary Lenaway	Vice President Miller
I	Call to Order	Meeting called to order at 600 P.M. Order of agenda was suspended for Hartzell-Mika and Blevins presentations. Members Present: Beauvais, Collins, Fortuna, Lenaway, Miller Members Absent: None Staff Present: Custer, Schultz	X	X	X	X	X
II	Pledge of Allegiance						
III	Introductions	Introduced Joseph Fortuna as new board member replacing Kathy Eubank. Introduced Joseph Mika and Shannon White, Hartzell-Mika Consulting.					
IV	Presentations: New Director Search Statistics-Retrospective Overview	Joe Mika and Shannon White gave an overview of their process for the RDL new director search. William Blevins, RDL Technical Supervisor, presented a circulation statistical/demographic overview of the past five years of the library.					
V	Approval of the Agenda	Miller moved and Beauvais supported motion to approve the agenda of the regular board meeting of July 13, 2011 noting the two presentations had proceeded the meeting. MOTION CARRIED	Support	Aye	Aye	Aye	Motion
VI	Approval of the Minutes	Beauvais moved and Miller supported motion to approve the June 8, 2011 minutes with the following corrections: Item I, Call To Order, correct spelling of board member name Okoniewski. Item IX, Board Reports, (c) Board Training, change training dates from July 19th and August 13th to July 9th and August 13th. MOTION CARRIED Lenaway moved and Beauvais supported motion to approve the June 21, 2011 minutes with the following corrections: Item V, Motion To Transfer Funds, change Miller moved and Collins supported motion to Lenaway moved and Collins supported motion to transfer \$12,456.69 per the attached schedule. MOTION CARRIED	Motion Support	Aye Aye	Aye Aye	Aye Motion	Support Aye
VII	Public Participation	Rosemary Kern, Friends of The Library, took the opportunity to promote the Garden Walk scheduled for next Saturday, July 16th.					
VIII	Financial Issues and Reports A. Report By The Director B. Approval of June Bills & Appropriations C. Acceptance of Receipts and Revenues	Custer gave an overview and summarized library finances as presented in the board packet. Miller moved and Lenaway supported motion to approve final June year end bills and appropriations in the amount of \$257,929.93. Roll Call: AYES: Beauvais, Collins, Fortuna, Lenaway, Miller NAYS: None MOTION CARRIED Beauvais moved and Lenaway supported motion to accept receipts and revenues in the amount of \$6,075.11. Roll Call: AYES: Beauvais, Collins, Fortuna, Lenaway, Miller NAYS: None MOTION CARRIED	 Aye Motion	 Aye Aye	 Aye Aye	 Support Support	 Motion Aye

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VIII	Financial Issues & Reports Cont. D. July Transfers	<p>Lenaway moved and Beauvais supported motion to approve the transfers as presented in the board packet to balance the 2010-2011 budget.</p> <p>Roll Call: AYES: Beauvais, Collins, Fortuna, Lenaway, Miller NAYS: None MOTION CARRIED</p>	Support	Aye	Aye	Motion	Aye
IX	Report of the Board President	<p>The auditors will be here week of July 25, 2011. Plante & Moran will resend letters to each of the board members. Audit will take two to three weeks.</p> <p>The reception held at Kezar Library on June 28th to open the DIA Inside Out Project was a great success. The DIA is hosting a Romeo Free Day on July 31st. There is no charge for those possessing an RDL library card.</p> <p>Also on June 28th was the Wing garden dedication and unveiling of the memorial plaque at Kezar Library.</p> <p>Board training conducted by instructors Lance Werner and Shirley Bruursema took place on July 9th.</p> <p>The need for a single library spokesman was noted. When an outside agency contacts a board member and it results in that member to act on behalf of the board, member needs to either e-mail or call the Board President and Library Director first. Answers to questions from any outside agency should then be copied to all board members.</p> <p><u>Committees</u> Finance: Committee consists of Beauvais, Lenaway and Miller. By-Law: Committee will be temporarily dissolved and will reconvene when necessary. Personnel: The entire board will act as committee of the whole during the new director search process. Policy: Committee consists of Collins, Fortuna and new board member from Bruce Twp. once assigned.</p> <p>Beauvais noted that Bruce Twp. would like to be invited to the next Finance Committee meeting. There was discussion regarding their inclusion in the exit interview with auditors.</p>					
XI	Director's General Report	Nothing in addition to what was provided in the board packet.					
XI	Old Business A. Parking Lot Drain Project B. Director's Time	<p>No additional information on the parking lot drain project. Custer discussed the possibility of a traffic study of the lot due to safety issues. The board concurred. Miller requested a study of the book drop location as well.</p> <p>Beauvais moved and Miller supported motion to have a board officer approve the Interim Director's timesheet for time worked beyond the minimum three days per week. MOTION CARRIED</p>	Motion	Aye	Aye	Aye	Support

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XII	New Business						
	A. 2011-2012 Library Calendar	<p>Lenaway moved and Beauvais supported motion to approve library calendar with the following changes:</p> <p>09/21/11 Change board meeting time from 7:00 P.M. to 6:00 P.M.</p> <p>09/28/11 Add Hartzell-Mika meeting at 6:00 P.M.</p> <p>10/15/11 Add Hartzell-Mika meeting at 9:00 A.M. to review finalists.</p> <p>MOTION CARRIED</p>	Support	Aye	Aye	Motion	Aye
XIII	Adjournment	<p>Miller moved and Beauvais supported motion to adjourn at 8:23 P.M.</p> <p>MOTION CARRIED</p>					