

Romeo District Library  
Board Meeting  
Graubner Library, 7:00 P.M.  
February 9, 2011

## VOTE

	Agenda Item	Motion / Discussion	Treasurer	President	Trustee	Vice President	Trustee	Secretary
			Bosheers	Eubank	Marshall	Miller	Okoniewski	Reiz
I	<b>Call to Order</b>	Meeting called to order at 7:03 p.m. Members Present: Bosheers, Eubank, Marshall, Miller, Okoniewski, Reiz Members Absent: None Employees Present: Harper, Schultz, Pollock Others Present: Kimberly Collins, VOR Resident, Michael Lee, VOR President, Matthew December, Source, Craig Lange, Attorney.	X	X	X	X	X	X
II	<b>Pledge of Allegiance</b>							
III	<b>Introductions</b>	Michael Lee introduced himself as a Village of Romeo President.						
IV	<b>Approval of Agenda</b>	Bosheers moved and Miller supported motion to approve the agenda of the Regular Board Meeting of February 9, 2011, with the following change: Under Old Business, delete item (b) Director Evaluation Handout, change item (c) Accounting Contract to item (b), change item (d) Investment Policy to item (c) and add item (d) Attorney. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Support	Aye	Aye
V	<b>Approval of January Minutes</b>	Bosheers moved and Okoniewski supported motion to approve January minutes. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Aye	Support	Aye
VI	<b>Public Participation</b>	None						
VII	<b>Approval of the Financial Reports/Investments</b>	Bosheers stated there is a CD coming due.  Okoniewski moved and Marshall supported motion to roll over CD into another short term CD not to exceed six months. <b>MOTION CARRIED</b>  Bosheers moved and Miller supported motion to approve Financial Reports/Investments <b>MOTION CARRIED</b>	Aye  Motion	Aye  Aye	Support  Aye	Aye  Support	Motion  Aye	Aye  Aye
VIII	<b>Approval of Bills and Salaries</b>	Miller questioned \$150 for attorney consult as not all board members were made aware of expenditure. Reiz agreed.  Bosheers moved and Marshall supported motion to approve Bills and Salaries. <b>MOTION CARRIED</b>	Motion	Aye	Support	Aye	Aye	Aye

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IX	<b>Report of the Director</b>	In addition to information provided in Director's Report, the following was discussed.						
		Bosheers moved and Miller supported motion to authorize minor repairs and interior painting of the Graubner Library at a cost not to exceed \$15,000. Director and Facilities Manager will obtain formal bids. <b>MOTION CARRIED</b>	Motion	Aye	Aye	Support	Aye	Aye
		Miller moved and Bosheers supported motion to authorize replacement of the Graubner Library lobby carpeting with carpet tiles at a cost not to exceed \$13,000. Director and Facilities Manager will obtain formal bids. <b>MOTION CARRIED</b>	Support	Aye	Aye	Motion	Aye	Aye
IX	<b>Old Business</b>							
a.	Personnel Committee							
i.	Job Descriptions	Marshall moved and Okoniewski supported motion to table job descriptions to next month's meeting. <b>MOTION CARRIED</b>	Aye	Aye	Motion	Aye	Support	Aye
b.	Accounting Contract	Bosheers stated contract is up for renewal end of February. Bosheers stated that per her discussion with Brockmann, Bruce Twp. will be submitting a proposal to renew at carryover prices for 18 months. Bosheers suggested we wait until proposal is received in writing and discuss at next month's board meeting.						
c.	Investment Policy	Bosheers will make changes to Investment Policy and bring to next month's board meeting for discussion and approval.  Bosheers stated that we can purchase software at a cost of \$1,200 allowing the Library to perform their own actuarial study.  Miller moved and Marshall supported motion to authorize purchase of actuarial study evaluation software not to exceed \$1,300. <b>MOTION CARRIED</b>	Aye	Aye	Support	Motion	Aye	Aye

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X d.	<b>Old Business Cont.</b> <b>Attorney Summary</b>	<p>Marshall reviewed summary of attorney candidates. Marshall suggested that Library consider hiring an attorney for General Council to handle such items as basic contracts and policies and another for labor law. Okoniewski proposed making an immediate decision. Miller and Reiz requested additional time to review.</p> <p>Okoniewski moved and Marshall supported motion to hire Craig Lange as RDL's Labor Law attorney on an as required basis.</p> <p>Roll Call:  Okoniewski        YES  Bosheers         YES  Marshall         YES  Reiz                NO  Eubank            YES  Miller             NO  <b>MOTION CARRIED</b></p>	Aye	Aye	Support	Nay	Motion	Nay
XI a.	<b>New Business</b> <b>Membership in ALA/ALTAFF</b>	<p>Director currently belongs to ALA; RDL itself does not have an institutional membership.</p> <p>Bosheers moved and Okoniewski supported motion to purchase membership in ALTAFF with cost not to exceed \$300 annually.</p>	Motion	Aye	Aye	Aye	Support	Aye
	b. <b>Director's Resignation</b>	<p>Effective date of Director's resignation is March 3, 2011.</p> <p>Okoniewski moved and Reiz supported motion to accept Mary Elizabeth Harper's resignation effective March 3, 2011.</p> <p>Roll Call:  Okoniewski        YES  Bosheers         YES  Marshall         YES  Reiz                YES  Eubank            YES  Miller             YES  <b>MOTION CARRIED</b></p>	Aye	Aye	Aye	Aye	Motion	Support

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XI b. i.	<b>New Business Cont.</b> Director's Resignation Plan Brainstorming Session	Christine Hague is available to facilitate a meeting regarding selection process of a new director. Fee is \$100 for two hours.  Miller moved and Bosheers supported motion to hire Christine Hague as a facilitator for a workshop to be conducted on February 21, 2011 at 7:00 P.M. at the Washington Township Offices to work the board through the selection process of a new director at a fee of \$100. <b>MOTION CARRIED</b>	Support	Aye	Aye	Motion	Aye	Aye
ii.	Transition Committee	Miller recapped Transition Committee meeting regarding potential interim director candidates. Board voiced pros and cons of internal versus external candidates. Discussion concluded with agreement that Transition Committee will meet either in person or via conference call with all potential candidates. Craig Lange will draw up a draft interim contract. Once interviews have been completed, a written proposal will be brought forth to the board for review via a Special Board Meeting.						
iii.	Board Resolutions	Okoniewski moved and Marshall supported motion to have Mary Elizabeth Harper put on immediate paid administrative leave in order to give her added personal time to facilitate her move out of state. Harper agreed to advise the President on Friday, February 11, 2011, as to whether or not March 3, 2011 is still a viable date for her departure. <b>MOTION WITHDRAWN</b>			Support		Motion	
	Board Member Comment	Okoniewski will work with Craig Lange to develop a proposal regarding Harper's request for payment of accrued leave.  Board is not have any conversation with any library staff regarding their desire to be considered for interim director.						
XII	<b>Director's Review</b>	Item was removed from agenda.						
XII	<b>Adjournment</b>	Bosheers moved and Marshall supported motion to adjourn at 9:15 P.M. <b>MOTION CARRIED</b>	Motion	Aye	Support	Aye	Aye	Aye