

**Romeo District Library Board Meeting  
Graubner Library 6:30 P.M.  
October 12, 2016**

**APPROVED MINUTES**

			VOTE					
			Vice President	Trustee	Secretary	Trustee	Treasurer	President
Agenda Item		Motion /Discussion	Beauvais	Detkowski	Grandstaff	Kopp	Meloeny	Miller
<b>I</b>	<b>Call to Order</b>	Meeting called to order at 6:30 P.M. Board Present: Beauvais, Detkowski, Kopp, Meloeny, Miller Board Absent: Grandstaff Staff Present: McNaughton, Boerman, Schultz						
<b>II</b>	<b>Pledge of Allegiance</b>							
<b>III</b>	<b>Introductions</b>	None						
<b>IV</b>	<b>Approval of the Agenda</b>	Beauvais moved and Kopp supported motion to approve the agenda of the regular board meeting of October 12, 2016 with the following revision: Under XIII, New Business, add item #3 "Opening of Paint Bids for Kezar". <b>MOTION CARRIED</b>	Motion	Aye	Absent	Support	Aye	Aye
<b>V</b>	<b>Approval of the Minutes</b>	Meloeny moved and Beauvais supported motion to approve the minutes of the September 14, 2016 regular board meeting with the following revision: Under VII, Financial Issues and Reports, #2-3, correct to read, "...motion to approve vouchers in the <i>amount</i> of...." <b>MOTION CARRIED</b>	Support	Aye	Absent	Aye	Motion	Aye
		Detkowski moved and Meloeny supported motion to amend the minutes of the August 10, 2016 regular board meeting as follows: Item XII, Old Business, #1 Lobby Renovation, revise Roll Call votes to read Detkowski "Aye." <b>MOTION CARRIED</b>	Aye	Motion	Absent	Aye	Support	Aye
<b>VI</b>	<b>Public Participation</b>	None						
<b>VII</b>	<b>Financial Issues and Reports</b> 1. Annual Audit Presentation By Plante Moran	Amar Rushing, Plante Moran, gave an overview of the recently completed audit of the fiscal year ending June 30, 2016. Once again, RDL received an unmodified opinion which is the highest level of assurance that an entity can receive from its auditors.  The check register and an additional Open Items report were passed out.						
		1-2: Approval of Vouchers/ Receipts  Beauvais moved and Kopp supported motion to approve vouchers in the amount of \$\$107,670.03 and receipts in the amount of \$9,375.24. <b>MOTION CARRIED</b>	Motion	Nay	Absent	Support	Aye	Aye

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<b>VIII</b>	<b>Report of the President</b> 1. Trustee Reports/Comments	Board members commented on the past month's meetings and activities. Detkowski requested clarification regarding the Budget to Actual report wherein the line item "Building, Furniture & Equipment" shows an approved amount of \$222,420. Boerman stated this number is for capital expenditures and is not applicable to this report. As it is not a part of the approved operating budget, this line item will be removed from all future reports.						
<b>IX</b>	<b>Report From Friends of the Library</b>	Marcie Cornett, FOL President stated that the Friends have approved \$450 for a lobby playscape. Friends have started a general fund of \$1,500 with the Four County Community Foundation to be used strictly for the Romeo Community Archives. The community as well as individuals will be able to donate to this fund. RDL is only entity able to receive money in the form of a grant from this fund.						
<b>X</b>	<b>Director's Report</b>	McNaughton gave overview of items outlined in the director's report.						
<b>XI</b>	<b>Monthly Policy Review</b>	Policy Review: Display and Exhibits Policy Board reviewed and determined that policy is to remain as currently written. A hyper-link to the request form will be added to the policy.						
<b>XII</b>	<b>Old Business</b> 1. Credit Card Policy	Existing credit card transaction procedure was reviewed and found acceptable by Plante Moran. The current credit card policy with suggested revisions noted was included in the board packet.  Beauvais moved and Meloeny supported motion to amend credit card policy as presented. In addition to the noted revisions, under Credit Card Transaction Policy, item #10, add "per month" to the end of the sentence. <b>MOTION CARRIED</b>	Motion	Aye	Absent	Aye	Support	Aye

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<b>XIII</b>	<b>New Business</b>							
	1. Request For Approval of Adult Services Shelving	McNaughton requested approval for funds in the amount of \$4,641.38 to expand the shelving in Adult Services per the quote from Library Design included in the board packet.  Meloeny moved and Beauvais supported motion to approve the Adult Services shelving for an amount not to exceed \$4,641.38. <b>MOTION CARRIED</b>	Support	Nay	Absent	Nay	Motion	Aye
	2. Plante Moran Contract Renewal	The board requested McNaughton solicit competitive bids for future audit services.						
	3. Opening of Paint Bids	Sealed bids for the Kezar painting project were opened and reviewed by board members. Because of the large variance in information included in each of the bids, it was agreed to have three of the vendors be given more specific criteria to complete their bid. Ben Pollock will put together a detailed list of items that need to be quoted. A summary of the responses will be provided prior to the next board meeting.						
<b>XIV</b>	<b>Public Participation</b>	None						
<b>XV</b>	<b>Adjournment</b>	At 8:27 P.M., Beauvais moved and Kopp supported motion to adjourn. <b>MOTION CARRIED</b>	Motion	Support	Absent	Support	Aye	Aye