

**Romeo District Library Board Meeting  
Graubner Library 6:30 P.M.  
January 11, 2017**

**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, Grandstaff, Kopp, Miller, Meloeny Board Absent: Detkowski 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>	Grandstaff moved and Meloeny supported motion to approve the agenda of the regular board meeting of January 11, 2017 with the following revision: Under XIII, Item 1, change "RDL Newsletter Costs" to read "Review of Single Source Purchasing Policy." <b>MOTION CARRIED</b>	Aye	Absent	Motion	Motion	Support	Aye
<b>V</b>	<b>Approval of the Minutes</b>	Kopp moved and Grandstaff supported motion to approve the minutes of the December 14, 2016 regular board meeting. <b>MOTION CARRIED</b>	Aye	Absent	Support	Motion	Aye	Aye
<b>VI</b>	<b>Public Participation</b>	None						
<b>VII</b>	<b>Financial Issues and Reports</b>  1-2. Approval of Vouchers/ Receipts	The check register and an additional Open Items report were passed out.  Beauvais moved and Grandstaff supported motion to approve vouchers in the amount of \$86,006.38 and receipts in the amount of \$234,290.23 <b>MOTION CARRIED</b>	Motion	Absent	Support	Aye	Aye	Aye
<b>VIII</b>	<b>Report of the President</b> 1. Trustee Reports/Comments	Board members commented on the past month's meetings and activities.						
<b>IX</b>	<b>Report From Friends of the Library</b>	No report from Friends this month.						
<b>X</b>	<b>Director's Report</b>	McNaughton gave overview of items outlined in the director's report.						

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XI	<b>Monthly Policy Review</b>	<p>Policy For Review: <i>Gifts and Donations</i></p> <p>Policies were reviewed and accepted as is with several grammatical corrections under Donated Materials and Cash Donations.</p>						
XII	<b>Old Business</b> 1. EveryLibrary / Strategic Plan	McNaughton questioned whether or not we should continue with an outside agency to develop questions and gather data or whether we do so ourselves. It was agreed to have outside agency provide a quote as to what they would do, how they would do it and how much it would cost.						
XII	<b>New Business</b> 1. Review of Single Source Purchasing Policy  2. Employee Life Insurance Renewal	<p>Kopp questioned why certain annual purchases, while under the \$3,000 requirement as stipulated in the purchasing policy, were not quoted. Meloeny stated that the board set the limit for the requirement of having to quote a particular purchase at \$3,000, so the board needs to let the director make his own judgment call as to whether or not obtaining a quote is necessary.</p> <p>McNaughton agreed that an annual review of these types of re-occurring purchases is a good practice and will take it under advisement as to whether or not to obtain a quote on a particular item in the future.</p> <p>Beauvais moved and Meloeny supported motion to renew life and disability insurance through The Lincoln National Life Insurance Company. <b>MOTION CARRIED</b></p>	Motion	Absent	Aye	Aye	Support	Aye
XIV	<b>Public Participation</b>	None						
XV	<b>Adjournment</b>	At 7:33 P.M., Kopp moved and Grandstaff supported motion to adjourn. <b>MOTION CARRIED</b>	Aye	Absent	Support	Motion	Aye	Aye