

**Romeo District Library Board Meeting
Graubner Library 6:30 P.M.
August 9, 2017**

APPROVED MINUTES

			VOTE					
			Vice President	Secretary	Trustee	President	Trustee	Trustee
	Agenda Item	Motion /Discussion	Beauvais	Grandstaff	Kopp	Miller	Walker	Wilson
I	Call to Order	Meeting called to order at 6:36 P.M. Board Present: Beauvais, Grandstaff, Miller, Walker, Wilson Board Absent: Kopp Staff Present: Boerman, McNaughton, Schultz						
II	Pledge of Allegiance							
III	Introductions	None						
IV	Approval of the Agenda	Grandstaff moved and Walker supported motion to approve the agenda of the regular board meeting of August 9, 2017. MOTION CARRIED	Aye	Motion	Absent	Aye	Support	Aye
V	Approval of the Minutes	Beauvais moved and Grandstaff supported motion to approve the minutes of the July 12, 2017 regular board meeting and August 1, 2017 special board meeting. MOTION CARRIED	Motion	Support	Absent	Aye	Aye	Aye
VI	Public Participation	None						
VII	Financial Issues and Reports	The check register was distributed. Financial reports will not be available until after the audit in September.						
	1-2. Approval of Vouchers/ Receipts	Walker moved and Wilson supported motion to approve vouchers in the amount of \$43,168.14. There are no receipts this month. MOTION CARRIED	Aye	Aye	Absent	Aye	Motion	Support
VIII	Report of the President							
	1. Trustee Reports/Comments	Board members commented on the past month's meetings and activities.						
IX	Report From Friends of the Library	No report this month.						
X	Director's Report	McNaughton gave overview of items outlined in the director's report.						

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XI	Monthly Policy Review	<p>Policy For Review: <i>Purchasing Policy</i></p> <p>Policy was reviewed and approved with the following correction: On page three, first paragraph, under “b”, change the word “fro” to “for.”</p> <p>McNaughton will draft a proposal for when bids are to be opened. Proposal will include a sub-committee to open bids and develop a summary with recommendation to be submitted to the board. This proposal will have no impact on the wording of the purchasing policy.</p>						
XII	Old Business	Meeting was held on August 1 st with EPIC-MRA and board members. McNaughton will have the RDL attorney perform a general review of entire contract with EPIC-MRA prior to signing.						
	1. Strategic Plan Update: EPIC-MRA Contract							
	2. Director Goals 2017-2018	Wilson moved and Grandstaff supported motion to approve the director’s goals for 2017-2018 as presented. MOTION CARRIED	Aye	Support	Absent	Aye	Aye	Motion
	3. Board Goals 2017-2018	The Board Responsibilities and Goals are revised as follows: Under Strategic Planning change completion date to end of the 2017-2018 fiscal year. Delete the Finance section entirely. Wilson moved and Grandstaff supported motion to approve the Board Responsibilities and Goals as corrected. MOTION CARRIED	Aye	Support	Absent	Aye	Aye	Motion
XIII	New Business							
	1. Renewal of Business Owner’s/ Worker’s Comp. Insurance	Grandstaff moved and Beauvais supported motion to approve renewal of the Business Owner’s/Worker’s Compensation insurance policy with Selective Insurance in the amount of \$17,448.00. Roll Call: Ayes: Beauvais, Grandstaff, Miller, Walker, Wilson Nays: None MOTION CARRIED	Support	Motion	Absent	Aye	Aye	Aye

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XIII	New Business Cont.							
	2. Community Room Divider	Options to either repair or replace the community room divider were discussed. The recommendation by McNaughton is to replace the divider. Grandstaff moved and Wilson supported motion to approve Gardiner C. Vose, Inc. to install a new community room divider at a cost not to exceed \$19,810, which includes the dry erase boards. Roll Call: Ayes: Beauvais, Grandstaff, Miller, Walker, Wilson Nays: None MOTION CARRIED	Aye	Motion	Absent	Aye	Aye	Support
	3. Auditors Abraham & Gaffney	The governmental and nonprofit portion of Abraham & Gaffney has separated and become a new created company, Stevens, Kirinovic & Tucker, P.C. (SKT). The board agreed to have McNaughton sign the contract for the 2016-2017 RDL audit to be conducted in September by SKT.						
	4. Closed Session	At 8:00 P.M., Beauvais moved and Wilson supported motion to enter into closed session to discuss director's annual review and contract. Roll Call: Ayes: Beauvais, Grandstaff, Miller, Walker, Wilson Nays: None MOTION CARRIED At 8:30 P.M., Wilson moved and Beauvais supported motion to return to the regularly scheduled board meeting. MOTION CARRIED Grandstaff moved and Beauvais supported motion to approve a 6% increase in director's annual salary for the new three year contract. Director's cell phone allowance is increased from \$40 to \$60 per month. MOTION CARRIED	Motion	Aye	Absent	Aye	Aye	Support
			Support	Aye	Absent	Aye	Aye	Motion
			Support	Motion	Absent	Aye	Aye	Aye

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	Agenda Item	Motion /Discussion						
XIV	Public Participation	None						
XV	Adjournment	At 8:35 P.M., Beauvais moved and Wilson supported motion to adjourn. MOTION CARRIED	Motion	Aye	Absent	Aye	Aye	Support