

Romeo District Library Regular Board Meeting
Kezar Library 7:00 P.M.
July 12, 2023

1. Call To Order

Servitto-Smith called the meeting to order at 7:01 P.M.

Present: Mike Arcy, Bill Grandstaff, Joann Marino, Liane Miller, Trese Servitto-Smith
Absent: Elizabeth Miller
Staff Present: Claire Meeker, Carla Heck, Linda Schultz

2. Pledge of Allegiance

3. Public Participation

None

4. Approval of the Agenda

Grandstaff moved and L. Miller supported motion to approve the agenda of the Regular Board Meeting of July 12, 2023.

AYES: Arcy, Grandstaff, Marino, E. Miller, Servitto-Smith

NAYS: None

MOTION CARRIED

5. Consent Agenda

a. Approval of the Minutes

b. Approval of Financial Reports

All financial reports were pulled from consent agenda.

Marino moved and Arcy supported motion to approve the consent agenda.

AYES: Arcy, Grandstaff, Marino, L. Miller, Servitto-Smith

NAYS: None

MOTION CARRIED

Carla Heck, RDL Financial Manager, passed out updated financial reports. She informed the board that she had included funds for the Graubner roof top A/C unit in capital assets as it was anticipated that it would be fully installed during the 2022-2023 FY. Installation was not complete until this month. Subsequently, funds were moved from capital assets to prepaid expense, which increased net revenue by \$88,000 for FY 2022-2023. Meeker also agreed to reduce the cash balance in Huntington Bank in order to earn additional interest. Heck stated that the audit is currently scheduled for August 28th.

Marino moved and Grandstaff supported motion to approve the financial reports.

ROLL CALL:

AYES: Arcy, Grandstaff, Marino, L. Miller, Servitto-Smith

NAYS: None

MOTION CARRIED

6. Director's Report

Meeker gave an overview of items outlined in her director's report. Meeker agreed to add an agenda item for "Directive Updates" going forward per Marino's request. She will also provide more information about the RDL Facebook Group for the next board meeting.

7. President's/Trustees' Reports

8. Old Business

a. Strategic Plan Update

Meeker gave a detailed status update on each item in the Strategic Plan. Meeker is still working on ways to make statistics more specific so that we know how many new attendees are at each program.

9. New Business

a. Updates from Kezar and the Romeo Community Archives

Stacie Guzzo gave a status of where Kezar Library is at with landscaping, exterior painting as well as interior upgrades. She also went over Kezar's upcoming programs. Emily Malek gave an update on some of the great things happening at the Romeo Community Archives such as new collections, volunteers, outreach, research requests, photo searches and status of the Romeo Observer digitization project.

b. Approval of Security Cameras at Graubner

Grandstaff moved and Arcy supported motion to approve installation of exterior camera system by Castle Surveillance for \$9,498.

ROLL CALL:

AYES: Arcy, Grandstaff, Marino, L. Miller, Servitto-Smith

NAYS: None

MOTION CARRIED

Meeker agreed to draft rules/parameters surrounding the use of the security cameras.

c. Approval of Graubner Parking Lot Resealing

Grandstaff moved and Arcy supported motion to approve repairs and restriping of the Graubner Parking lot by Fresh Look Sealcoating for \$9,525.

Marino and Servitto-Smith had concerns regarding the disparity between how many linear feet each company quoted, warranty and whether or not recommended company had included all necessary items. No matter the vote, Meeker will get more information regarding the linear feet discrepancies.

ROLL CALL:

AYES: Arcy, Grandstaff, L. Miller

NAYS: Marino, Servitto-Smith

MOTION CARRIED

d. Board Self-Evaluation

Meeker had provided board members with a self-evaluation to determine if there are items that need attention from an overall board as well as individual perspective. There is no need to turn these evaluations in for consolidation. They are intended strictly as thought starters for future discussion if necessary.

e. Suburban Library Cooperative Representative

The SLC is requesting RDL to appoint a representative to fill a trustee slot on the SLC Board from October 1, 2023 – September 30, 2026.

Mike Arcy volunteered for year one and JoAnn Marino volunteered for year two. We will still need to provide a representative for the third year. Meeker will contact the SLC to insure having rotating representatives is acceptable.

10. Public Participation

None

11. Adjournment

At 8:40 P.M., Marino moved and Arcy supported motion adjourn.

AYES: Arcy, Grandstaff, Marino, L. Miller, Servitto-Smith

NAYS: None

MOTION CARRIED