

**Romeo District Library Regular Board Meeting**  
**Graubner Library 7:00 P.M.**  
**November 8, 2023**

**1. Call To Order**

Servitto-Smith called the meeting to order at 7:00 P.M.

Present: Mike Arcy, Bill Grandstaff, JoAnn Marino, Elizabeth Miller, Liane Miller, Trese Servitto-Smith  
Staff Present: Claire Meeker, Carla Heck, Lieca Hohner

**2. Pledge of Allegiance**

**3. Public Participation**

None

**4. Approval of the Agenda**

Grandstaff moved and Marino supported motion to approve the agenda of the Regular Board Meeting of November 8, 2023.

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

NAYS: None

**MOTION CARRIED**

**5. Consent Agenda**

**a. Approval of the Minutes**

**b. Approval of Financial Reports**

Grandstaff moved and L. Miller supported motion to approve the consent agenda.

ROLL CALL:

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

NAYS: None

**MOTION CARRIED**

E. Miller arrival at 7:03 P.M.

**6. Director's Report**

Meeker gave an overview of items outlined in her director's report. Meeker reported that Washington Township wrote a resolution for the library honoring Michigan Library Appreciation Month last October. A video of the Township presenting the certificate is on the WBRW web site.

**a. Directives Follow-Up**

None

**7. President's/Trustees' Reports**

Marino stated that the higher interest rates we are receiving as a result of shifting accounts is amazing.

Grandstaff stated that his position on the board is up for reappointment. He would definitely like to continue on the library board representing the Village of Romeo. E. Miller informed the board that she will not be seeking reappointment when her term expires at the end of the year. She has been an RDL board member for 14 years starting in July 2009. She stated that she has loved her time and is grateful for the opportunity. She commented that the position is non-political, non-paid appointed position. As a district library, it has an independent budget and plays a very important role in the community. The upcoming December board meeting will be the last one she will attend.

**8. Old Business**

**a) Strategic Plan Update**

- Servitto-Smith commented that she appreciates how Meeker highlighted in red the changes.
- Meeker stated that she is looking into having professional photos taken of staff members to post on our website.
- Meeker stated that she shared the plan updates with the staff on staff development day in October.
- L. Miller has received feedback from the community on how pleased they are with RDL on Wheels as well as all of the concerts. She is also pleased to see programs regarding mental health. Meeker added that she is also looking into having a program related to “what not to click on” geared for seniors and the potential for scams.

**9. New Business**

**a) Audit Presentation – Dane Porter from Maner Costerisan**

Dane Porter gave a summary of the audit of financial statements for the fiscal year ending June 30, 2023. Once again, RDL is considered in an excellent financial position and received an unqualified opinion, which is the highest level of assurance that an entity can receive from its auditors.

**b) Communications Presentation – Lieca Hohner**

Lieca Hohner gave a marketing update focusing on the use of OrangeBoy playing a major role in the library's marketing efforts. Four newsletters go out every month to the following targeted segments: Teens, Technology, Adults and Children and Families. She also has a segment for New Card Holders that receives emails every two weeks for the first 12 weeks.

Marino would like additional statistics showing whether or not her current marketing strategies are effective. E. Miller suggested a conference call with OrangeBoy in six months to have them help determine our success.

Lieca reviewed the library's Facebook Page, which was designed as our business face to the community. It is controlled by RDL with posts strictly from our administrator. The RDL FaceBook Group is more of a social, networking group where posts are allowed once approved by our administrator.

Lieca stated that soon she will be introducing the direct mail campaign for non-card holders.

Meeker is developing a marketing plan for the library.

**10. Public Participation**

None

**11. Adjournment**

At 8:35 P.M., E. Miller moved and L. Miller supported motion adjourn.

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

NAYS: None

**MOTION CARRIED**