

**MONROE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING MINUTES**

1. At a Regular Meeting of the Board of Trustees of the Monroe County Library System held on April 8, 2013 at the Blue Bush Branch Library, the meeting was called to order by Chairperson Elizabeth Taylor at 6:00 p.m. Roll call by Secretary Bourque followed:

Present: Elizabeth Taylor, Chair; Laurence Gregory, Vice-Chair; Maryanne Bourque, Secretary; Fred Lux, Trustee; and Nancy Bellaire, Director

Trustee Catharine Calder was excused.

Staff: Dorothy Krueger, Lou Komorowski, Cindy Green, Jane Steed, Peg Engel

Auditor Debbie Sabo, CPA, Cooley, Hehl, Wohlgamuth and Carleton

A quorum being present, the Board proceeded to transact business.

2. Motion by Vice-Chair Gregory, supported by Secretary Bourque to approve the agenda as presented. Motion carried.
3. Motion by Vice-Chair Gregory, supported by Secretary Bourque to approve the minutes of the March 11, 2013 board meeting. Motion carried.
4. Under public comment, Community Librarian Jane Steed thanked the board for meeting at Blue Bush and welcomed them to the branch. She complimented Branch Technician Peg Engel on her work there.
5. Debbie Sabo reviewed the audit report and accompanying letters with the board. She noted that it was a clean audit, the highest opinion you can get. She thanked Laura Bowman and Nancy Bellaire for their assistance in preparing for the field work. She noted that personnel expenditures for the year were down 7% from 2011 and that the net increase in fund balances for the year was \$135,431.
6. Consent Agenda-Motion by Secretary Bourque, supported by Trustee Lux, to accept the items on the consent agenda as presented, including the March 2013 Financial Reports, and place on file. Motion carried.

7. Committee Reports

Finance Committee-Vice-Chair Gregory reported that Finance had met prior to the board meeting to review the financial report as well as the penal fine income for April. He indicated that we have received almost 70% of our anticipated revenue for the year and that expenditures were running at about 20.8%. He said that Monroe County Finance Chair Robert Lambert has requested that the County's Parking Ordinance report be produced quarterly.

Facilities Committee-No meeting.

Policy and Personnel Committee-Secretary Bourque reported that the committee had met earlier and have two action items plus a position posting on the agenda.

Technology Committee-The Technology Committee did not meet.

Woodlands Update—Trustee Gregory reported that the job description for the Woodlands Director is posted now and that interviews have been scheduled for June 14 and June 15.

Legislative Update—Vice-Chair Gregory complimented Ms. Bellaire on the information provided in the packet on pending legislation in Michigan.

8. Unfinished Business—None.

9. New Business-Motion by Vice-Chair Gregory, supported by Trustee Lux, to approve payment of the bills for the month ending March 31, 2013 in the amount of \$697,604.91. Motion carried.

Motion by Trustee Lux, supported by Vice-Chair Gregory to accept the 2012 audit report and place it on file. Motion carried.

Motion by Secretary Bourque, supported by Vice-Chair Gregory to award the Daume Scholarship in the amount of \$250. Motion carried. The scholarship will be awarded on April 27th.

Motion by Secretary Bourque, supported by Trustee Lux to approve posting up to 24 clerical hours at Dorsch due to a transfer. Motion carried.

Motion by Secretary Bourque, supported by Trustee Lux to approved the updated Code of Ethics of the American Library Association for inclusion in MCLS policy. Motion carried.

Motion by Secretary Bourque, supported by Vice-Chair Gregory to approve closing all MCLS branches and departments on May 10 for ½ day of training and staff development.

10. Director's Report

Ms. Bellaire reported that quotes are currently being sought for a security camera system for Dorsch and for payroll outsourcing along with Human Resources support for the Library System. She shared information about a group of Spanish speaking volunteers planning to meet at Navarre twice monthly for outreach and referrals.

11. Board Comments

The board thanked Peg and Jane for hosting the board meeting.

Vice-Chair Gregory said that it is always nice to visit Blue Bush.

Secretary Bourque congratulated Ms. Bellaire and staff for the favorable audit and is glad to hear that proposals are being sought for payroll for efficiency and security cameras for Dorsch.

Chair Taylor agreed with the above comments and congratulated Bedford Reference Librarian Crystal Shiffert for being invited to present "Boopsie" at the Computers in Libraries conference in Washington DC.

Trustee Lux said that the board meeting is a "great excuse" to visit Blue Bush and sends kudos to the staff for the audit.

12. Public Comment-none.

13. Announcements

Date of Next Board Meeting—Monday, May 13, 2013 @ 6 p.m. at the Frenchtown-Dixie Branch Library.

14. Adjournment

Motion by Secretary Bourque, supported by Vice-Chair Gregory to adjourn the meeting at 6:50 p.m. Motion carried.

Respectfully submitted,

Maryanne Bourque, Secretary

Elizabeth Taylor, Chair