

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 November 18, 2013 at the Mary K. Daume Library Service Center, the meeting was called to order by Chairperson Elizabeth Taylor at 5:00 p.m. Roll call by Secretary Bourque followed.

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

Staff: Cindy Green, Lou Komorowski

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

2. Motion by Vice-Chair Gregory, supported by Trustee Calder to approve the agenda as presented. Motion carried.
3. Motion by Secretary Bourque, supported by Trustee Lux to approve the minutes of the October 21, 2013 board meeting. Motion carried.
4. There was no public comment.
5. Consent Agenda--Motion by Vice-Chair Gregory, supported by Trustee Calder, to accept the items on the consent agenda as presented, including the October 2013 Financial Reports, and place on file. Motion carried.
6. Committee Reports
 - Finance Committee**--Mr. Gregory reported that Finance had met prior to the board meeting to review financial correspondence, reports, and penal fine information from the past month as well as the draft budget. He indicated that we have received about 96% of our anticipated revenue for the year and that about 77% of our planned expenditures had been recorded. He mentioned that we had met our conservative projection for penal fine revenue of \$1,150,000 and that there were action items on the agenda for the retirees' 13th check, the Fine Thing to do program, and a proposal to allow the carryover of \$500 for Flexible Spending Accounts.
 - Facilities Committee**—Trustee Calder reported that Facilities did not meet.
 - Policy and Personnel Committee**--Secretary Bourque reported that Ms. Bellaire's performance reviews had been received from all board members and that the summary was ready to present later on the agenda.
 - Technology Committee**--No meeting.

Woodlands Update—Trustee Gregory reported that there is a Woodlands meeting scheduled for Thursday, October 24.

Legislative Update—Vice-Chair Gregory stated that there was no legislative news at this time.

7. Budget Workshop

Chair Taylor asked Ms. Bellaire to discuss the proposed budget starting with Revenue. Director Bellaire said the draft budget sets the expected revenue at \$7,235,214. This figure is up from our projected 2013 revenue of \$7,111,038 due to an increase in state aid and contracts as well as transfers from designated funds for special capital projects, most notably copier and circulation system replacement. The Penal Fine line item will remain at \$1,150,000, a conservative estimate based on historical data.

The percentage breakdowns for expenditures remained close to those of last year with personnel services accounting for about 70% of the proposed budget, down from 71% last year. Staffing levels remain stable—12 full time positions eliminated since 2009 while part time hours remain the same. She described plans to allocate 28 clerical hours per week to facilitate digitization efforts and 20 hours retained from the 2013 budget for administrative support. An option to increase the amount of life insurance coverage from \$20,000 to \$50,000 for full time employees was discussed and will be included in December's budget document.

The Materials Budget, originally proposed at \$760,000 by Collection Services Department Head Laurie Brietner was discussed. The December budget document will show a materials budget of \$805,000.

8. Unfinished Business—None.

9. New Business-Motion by Vice-Chair Gregory, supported by Mr. Lux, to approve payment of the bills for the month ending October 31, 2013 in the amount of \$209,048.01. Motion carried.

Motion by Trustee Lux, supported by Mr. Gregory to keep the Board's 2014 compensation at the 2013 level. Motion carried.

Motion by Secretary Bourque, supported Vice-Chair Gregory to keep the 2014 wage chart the same as 2013 which includes merit steps for eligible employees. Motion carried.

Motion by Vice-Chair Gregory, supported by Trustee Calder, to approve the issuance of the 13th check for eligible MCLS retirees as calculated in the actuarial report. Motion passed.

Motion by Trustee Lux, supported by Mr. Gregory to approve the proposed 2014 Board meeting schedule. Discussion followed. Motion tabled until December's meeting to allow for consideration of a 5 p.m. start time.

Motion by Trustee Calder, supported by Secretary Bourque to approve the holiday closings and Sunday hours for 2014 as presented. Motion carried.

Motion by Vice-Chair Gregory, supported by Trustee Lux to approve the list of "It's a Fine Thing to do" partners, replacing the November Friends of Companion Animals with Paula's House. Motion carried.

Motion by Trustee Bourque, supported by Mr. Gregory to approve a Flexible Spending Plan amendment, allowing for the carryover of up to \$500 into the next calendar year. A roll call vote was taken to go into closed session for the purpose of conducting Director Bellaire's performance review. Chair Taylor--yes. Vice-Chair Gregory--yes. Secretary Bourque--yes. Trustee Calder-- yes. Trustee Lux--yes. Motion carried. The board went into closed session at 5:48 p.m.

The meeting reconvened at 6:06 p.m. Secretary Bourque reported that Director Bellaire's performance was satisfactory in all areas and moved that her review be accepted and placed in Ms. Bellaire's personnel file. The motion was supported by Trustee Calder. Motion passed.

Motion by Trustee Calder, supported by Vice-Chair Gregory to grant Director Bellaire a 2% increase, the same percentage increment as the staff wage chart allows for. The Motion carried by a roll call vote. Trustee Lux—yes. Trustee Gregory—yes. Chair Taylor—yes. Trustee Calder—yes. Secretary Bourque—yes.

10. Director's Report—Ms. Bellaire thanked the board for their suggestions and participation in the budget workshop.

11. Board Comments

The board thanked Director Bellaire and the staff for presenting the budget in a format that is easy to follow and congratulated her for the positive performance review.

Vice-Chair Gregory thanked fellow board members for being easy to work with.

Chair Taylor thanked Ms. Bellaire and the board for a creative year and stated that she has enjoyed working with everyone.

Trustee Calder complimented staff on the successful author programs and author fair at Ellis. She complimented Director Bellaire on her leadership on many levels and appreciates efforts to expand services to our underserved populations.

12. Public Comment-none.

13. Announcements

Date of Next Board Meeting—Monday, December 9, 2013 @ 6 p.m. at the Daume Library Service Center, 840 South Roessler St, Monroe, Michigan

14. Adjournment

Motion by Vice-Chair Gregory, supported by Trustee Lux to adjourn the meeting at 6:19 p.m. Motion carried.

Respectfully submitted,

Maryanne Bourque, Secretary

Elizabeth Taylor, Chair