

**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 September 8, 2014 at the Summerfield-Petersburg Branch Library, the meeting was called to order by Chair Taylor at 5:01 p.m. Secretary Bourque called roll.

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

Vice-Chair Gregory was excused.

Staff: Lou Komorowski

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

2. Motion by Trustee Lux, supported by Secretary Bourque to approve the agenda as presented. Motion carried.
3. Motion by Trustee Lux, supported by Trustee Calder to approve the minutes of the July 14, 2014 board meeting. Motion carried.
4. Under public comment, Joanne Tollison, Summerfield-Petersburg Library Board member and Trudy Goodin, Summerfield Township Clerk, welcomed the board to Petersburg and invited them to admire the new carpet. Ms. Goodin thanked Mrs. Bellaire for her help with the project. Jeannine Tipping, president of the Summerfield-Petersburg Friends and Carolyn Holden discussed upcoming events such as field trips by students, programs on astronomy, Community Day, Craft Shop, Animal Preservation, and Christmas Tea.
5. Consent Agenda -- Motion by Secretary Bourque, supported by Trustee Lux, to accept the items on the consent agenda as presented, including the July and August 2014 Financial Reports, and place on file. Motion carried.
6. Committee Reports
 - Finance Committee** – Mrs. Bourque said that she had met prior to the board meeting with Director Bellaire to review financial reports for two months and correspondence. She noted that there were items on the agenda tonight to address including positions to fill, the actuarial report, and Woodlands Contracts.
 - Facilities Committee** -- No meeting.
 - Policy and Personnel Committee** -- Secretary Bourque suggested that the Director's annual performance review be scheduled for the October meeting as is typical.
 - Technology Committee** – No meeting. Trustee Lux suggested that board members review Ms. Bellaire's report for an update on the automation upgrade and Zinio debut.

Woodlands Update – There will be a Woodlands Governing Board meeting on Thursday, September 11.

Legislative Update – No report.

7. Unfinished Business -- None.

8. New Business-Motion by Trustee Calder, supported by Secretary Bourque, to approve payment of the bills for the month ending July 31, 2014 in the amount of \$164,233.30. Motion carried.

Motion by Trustee Calder, supported by Trustee Lux to approve payment of the bills for the month ending August 30, 2014 in the amount of \$308,385.35. Motion carried.

Motion by Trustee Lux, supported by Trustee Calder to accept the Monroe County Library System VEBA Health Trust Actuarial Report from Gabriel Roeder Smith for the year ending December 31, 2013.

Motion carried.

Motion by Trustee Calder, supported by Secretary Bourque to approve posting a page position for Ida, up to 6 hours, due to a promotion.

Motion by Trustee Lux, supported by Secretary Bourque to approve posting a clerical position for Collection Services, up to 24 hours due to a retirement. Motion carried.

Motion by Trustee Calder, supported by Secretary Bourque to close all branches and departments on Monday, October 6 for circulation system upgrade and staff training.

Motion by Mr. Lux, supported by Mrs. Calder to approve the Membership Contract and Fiscal Service contract with the Woodlands Library Cooperative. The Fiscal Services contract is for the amount of \$5,080.00 Motion carried.

Motion by Mrs. Bourque, supported by Ms. Calder, to approve the Delivery and RIDES Delivery contracts with the Woodlands Library Cooperative for an estimated \$41,016.00.

Motion carried.

Motion by Trustee Lux, supported by Trustee Calder, to reappoint Larry Gregory to the Woodlands Library Cooperative Governing Board. Motion carried.

Motion by Mr. Lux, supported Ms. Calder to direct the Policy and Personnel Committee to send out forms necessary to conduct the Director's annual performance review in time for the October board meeting. Motion carried.

9. Director Bellaire reported that MCLS has been invited by the Homeless Awareness Coalition to participate in a program to encourage donations of "necessity items" such as toothpaste, shaving cream, etc. for those in need. Boxes will be placed in branches during October and distributed November 9-15, Homeless Awareness Week. We will include PR relating to this program on our website and the Coalition will provide pamphlets to display on the collection boxes. Ms. Bellaire also invited board members to join her at the annual CAN (Child Advocacy Network) breakfast on October 8 as we have been nominated for a Hero for CAN award.

10. Board Comments

The board thanked the Summerfield-Petersburg Library Board and Friends for hosting the meeting.

Trustee Lux commented on the publicity surrounding the recent heroin overdose at Dorsch and thanked Mrs. Bellaire for keeping them informed. He also thanked her for her proactive approach to funding the Retiree Health Care Trust.

Ms. Calder complimented the Summerfield-Petersburg Board and Friends on the building And said that she was glad to see that Amber Reed had been identified by the Monroe News in their “20 before 40—Rising Stars Making a Difference in their Communities” article.

Secretary Bourque thanked Larry Gregory for being willing to serve on the Woodlands Governing Board for another term and thanked Petersburg for their hospitality and lovely desserts.

Chair Taylor thanked Nancy Bellaire for working on so many “weird things” this month and said that Petersburg is one of her favorite branches.

11. Under public comment, The Summerfield-Petersburg Board and Friends invited the board to share desserts after the meeting.

12. Announcements

Date of Next Board Meeting -- Monday, October 20 @ 5 p.m. at the Carleton Branch Library, Carleton, Michigan

13. Adjournment

Motion by Ms. Calder, supported by Mr. Lux to adjourn the meeting at 5:34 p.m. Motion carried.

Respectfully submitted,

Maryanne Bourque, Secretary

Elizabeth Taylor, Chair