

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 20, 2018 at the Mary K. Daume Library Service Center, the meeting was called to order by Chair Bourque at 5:04 p.m. Secretary Calder called roll.

Present: Maryanne Bourque, Chair; Bernie Smith, Vice-Chair; Catharine Calder, Secretary; Laurence Gregory, Trustee; Mike Grodi, Trustee; and Nancy Bellaire, Director

Staff: Lori Goins, Lou Komorowski, Barbra Krueger, Ashley Liford

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

2. Motion by Larry Gregory, supported by Bernie Smith, to approve the agenda as amended. Motion carried.
3. Motion by Catharine Calder, supported by Bernie Smith, to approve the minutes of the October 15, 2018 board meeting. Motion carried.
4. Under public comment, Ellis Youth Technician Lori Goins shared information about artwork created by the Special Needs Book Club and invited them to the upcoming Special Needs Art Show. Barbra Krueger shared copies of the 2019 Monroe Chamber of Commerce Business Directory and highlighted the MCLS page. She also updated the Board on fundraising for the bookmobile and passed out promotional materials about an upcoming planetarium show to be held at Ellis.
5. Consent Agenda – Motion by Trustee Grodi, supported by Secretary Calder, to accept the items on the consent agenda as presented, including the October 2018 Financial Reports, and place on file. Motion carried.
6. Committee Reports
 - Finance Committee** – No meeting. All financial information will follow in budget workshop.
 - Facilities Committee** – The Daume parking lot repair project is complete. Testing and training for the new Daume generator will take place soon.
 - Policy and Personnel Committee** – No meeting.
 - Technology Committee** – No meeting.
 - Woodlands Update** – Mr. Gregory reported that the Woodlands Governing Board meeting was canceled due to a snow storm, but that it has been rescheduled and that he plans to attend.

Legislative Update – Mr. Gregory reported that the MLA Legislative Update is included in The board packets and that other than watching for Lame Duck legislative activity, there is no news from Lansing.

7. Budget Workshop

Chair Bourque asked Director Bellaire to discuss the status of the current budget and then move on to 2019 revenue. Mrs. Bellaire said that the 2018 budget is on track to finish with revenues of about \$8,489,928. The draft budget sets the expected 2019 revenue at \$8,629,075 including \$475,000 from designated funds earmarked for HVAC controls for Daume and Ellis, two new vehicles, and the bookmobile. Tax revenue from our 1 mil levy is expected to be up by about \$199,391.

The Penal Fine line item is set at \$1,200,000, a conservative estimate based on historical data.

She said that proposed expenditures for 2019 have been calculated to be \$8,582,923, up \$379,675 from 2018's planned \$8,203,248. The percentage breakdowns for staff costs including retiree costs remain similar to those of the past several years, in the 68% range. She said that the Page I wage will increase in January to comply with the new minimum wage for Michigan and that a \$0.40 increase in the Page II position wage is being recommended in the new budget. Services and supplies make up about 13% of the budget with about 10% allocated to materials.

8. Unfinished Business

Tax Tribunal Appeal Cost Sharing Agreement—no report.

Motion by Mike Grodi, supported by Larry Gregory to approve the elimination of overdue fines for overdue materials and notification of partner agencies of this decision. Motion carried.

9. New Business - Motion by Secretary Calder, supported by Trustee Smith, to approve payment of the bills for the month ending October 31, 2018 in the amount of \$208,869.07. Motion carried.

Motion by Mike Grodi, supported by Bernie Smith, to accept the quote from Buckeye Concrete Coatings for Daume garage floor repair in the amount of \$12,600. Motion carried.

Motion by Mike Grodi, supported by Bernie Smith, to approve the General Management Agreement for the River Raisin Battlefield Park partnership with MCLS. Motion carried.

Motion by Trustee Smith, supported by Secretary Calder, to keep the Board's compensation at the 2018 level. Motion carried.

Motion by Larry Gregory, supported by Bernie Smith, to approve a 2% merit increase for Nancy Bellaire, retroactive to the October date that staff merit increase took effect.

Motion carried.

Motion by Mike Grodi, supported by Cathe Calder, to approve a one-time compensation adjustment based on current budgeted hours, to be paid in December, 2018 for all staff and to approve a 1% wage adjustment to the salary scale, not including Pages, as the Page wage will be addressed by the increase in the Michigan Minimum wage. Motion carried.

Motion by Mike Grodi, supported by Bernie Smith, to schedule MCLS board meetings for the second Wednesday of each month, with a draft schedule to appear on the December agenda. Motion carried.

Motion by Bernie Smith, supported by Cathe Calder, to approve the proposed holiday closings and Sunday hours for 2019. Motion carried.

Motion by Trustee Grodi, supported by Secretary Calder, to table the recommendation of a MCLS Board applicant for the term, January 2019-December 31, 2023, until the Policy and Personnel Committee meets and interviews both candidates,. Motion carried.

Motion by Trustee Smith, supported by Secretary Calder, to direct the September Fine Thing to Do allocation to Stepping Stones Therapeutic Riding, Inc., replacing Big Brothers Big Sisters, as they are currently inactive in Monroe County. Motion carried.

10. Director's report - Ms. Bellaire reported that the Branch Agreement with the City of Monroe was approved on November 19, and that we plan to place it on our December agenda. She also shared information about a donation of moveable shelving from Concordia College that will be installed at Bedford and Ellis.

11. Board Comments

Trustee Gregory thanked Nancy Bellaire and her staff for their work on the budget and said that he has enjoyed his time as a trustee and found it to be a rewarding way to give back to the community. He said that with the current board and staff, he is confident that the Library is in good hands.

Trustee Smith commented that she is sorry that she did not have longer to work with Larry Gregory and she thanked him for all of his efforts. She said that she was happy to see examples of the artwork from the Special Needs programs.

Secretary Calder, Trustee Grodi, and Chair Bourque thanked Larry Gregory for his service and thanked staff for good work on the budget. They extended their best wishes to him. Mrs. Bourque also thanked the staff for their reports.

12. Public comment—Lou Komorowski thanked Trustee Gregory for his board service and for always prioritizing the needs of the public while recognizing and appreciating the staff.

13. Announcements

Date of Next Board Meeting - Monday, December 10 @ 5 p.m. at the Mary K. Daume Library Service Center, Monroe, Michigan

14. Adjournment

Motion by Catharine Calder, supported by Mike Grodi, to adjourn the meeting at 6:29 p.m. Motion carried.

Respectfully submitted,

Maryanne Bourque, Chair

Catharine Calder, Secretary