

**Ruth Hughes Memorial District Library**  
Regular Meeting of April 5, 2018  
Imlay City, MI – 6:30 PM

**DRAFT**

**Minutes**

1.     **Call to Order**  
The meeting was called to order at 6:30 pm.
  
2.     **Roll Call**  
Present: Mary Lou Bissett, Conni Brett, Karen Hibbler, Carol Kocik, Deb Miller, Cynthia Stroebel. Absent: Don Davenport. Also Present: Library Director Tracy Aldrich.
  
3.     **Additions/Deletions/Approval of Agenda**  
Ms. Hibbler moved to approve the agenda as presented, seconded by Ms. Miller. Motion carried unanimously.
  
4.     **Additions/Deletions/Approval of Minutes of March 2018 Regular Meeting**  
Ms. Bissett moved to approve the minutes of the March 2018 regular meeting as presented, seconded by Ms. Stroebel. Motion carried unanimously.
  
5.     **Approval of Bills/Financial Status**  
Ms. Stroebel moved to approve payment of the bills in the amount of \$16,675.56 and payroll in the amount of \$20,160.71, seconded by Ms. Kocik. Motion carried unanimously.
  
6.     **Public Comment**  
There was no public comment.
  
7.     **Library Director's Report**  
Ms. Aldrich presented the monthly director's report.
  
8.     **Committee Reports**  
There were no committee reports.
  
9.     **Old Business**
  - A. **Attica Lease Renewal**  
Ms. Aldrich explained that the lease revisions had been completed and approved by both the library and township attorneys. The board reviewed the revised lease. Ms. Hibbler moved to approve the Lease and Service Agreement for the Attica Township Library as revised, seconded by Ms. Miller. Motion carried unanimously. Ms. Aldrich stated she would send the lease to the township clerk, who would put it on the agenda for their meeting later this month.
  
  - B. **Millage Renewal**  
The board and director reviewed and discussed the millage resolution and ballot language drafted by attorney Anne Seurnyck. The proposal would ask voters to consider authorizing a levy not to exceed 1.1 mills, of which .9966 mill would be a renewal of the millage rate expiring in 2018 (originally 1 mill, reduced by Headlee) and .1034 mill would be a new additional millage (designed to return library millage funding to pre-recession levels.)  
Ms. Bissett moved to approve the Resolution Submitting Millage Proposal and the Library Millage Proposal, seconded by Ms. Hibbler. A roll call vote was taken: 6 yeas, 0 nays, 1 absent. Motion carried.

Yeas 6        Hibbler, Miller, Stroebel, Kocik, Bissett, Brett  
Nays 0  
Absent 1     Davenport

**10. New Business**

**A: Wish List Items**

Ms. Aldrich explained that the library received an unexpected additional \$48,403.14 in PPT reimbursement funds as a one-time "correction payment" after the Treasury Department reexamined taxable values and losses reported by the County from 2013-16. Through the month of March, the library director said she solicited input from staff and the public, creating "wish lists" on the library's Facebook page and at the front desk where people could suggest uses for this money. She recommended putting half the money into the fund balance, and then considering some priority items from the list. Ms. Aldrich and the board reviewed and discussed the complete list.

Replacement and upgrading of the computer lab chairs, building-wide LED lighting conversion, and the installation of automatic door openers to the main entry were selected as immediate projects, along with setting aside funding for replacement of a failing AC unit and some new furnishings and equipment.

Ms. Miller moved to approve the purchase of thirteen antibacterial vinyl computer desk chairs from Quill at a cost of \$205.99 each, seconded by Ms. Bissett. Motion carried unanimously.

Ms. Hibbler moved to approve a quote from North Light Electric to upgrade the library's lighting to LED for a quote of \$6,500.00 with a possible DTE rebate of \$1,000.00, seconded by Ms. Stroebel. Motion carried unanimously.

Ms. Bissett moved to approve quotes from Stanley Door for \$3,680.00 and North Light Electric for \$625.00 and a \$200.00 permit fee to convert the front doors to automatic opening, seconded by Ms. Kocik. Motion carried unanimously.

**B: FY 2018 Budget Revisions**

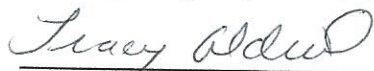
The board reviewed proposed budget revisions prepared by Ms. Aldrich to allocate the extra PPT reimbursement money, with half going to the fund balance and the remainder distributed between Capital Outlay, Library Supplies, and Building Maintenance. Ms. Miller moved to approve the proposed budget revisions as presented, seconded by Ms. Hibbler. Motion carried unanimously.

**11. Communications**

Communications included thank you cards and newspaper articles.

**12. Adjournment**

Ms. Stroebel moved to adjourn, seconded by Ms. Bissett. Motion carried unanimously. The meeting adjourned at 7:49 pm.



Tracy Aldrich, Library Director

4-12-18