

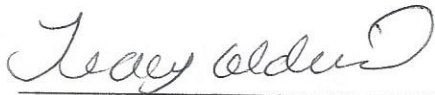
**Ruth Hughes Memorial District Library**  
Regular Meeting of April 7, 2016  
Imlay City, MI – 6:30 PM

**Minutes**

1. Call to Order *The meeting was called to order at 6:32 pm.*
2. Roll Call *Present: Mary Lou Bissett, Conni Brett, Don Davenport, Karen Hibbler, Diane Malczewski, Cynthia Stroebel. Also present: Library Director Tracy Aldrich. Absent: Deb Miller.*
3. Additions/Deletions/Approval of Agenda *Ms. Brett made a motion to approve the agenda as presented, seconded by Ms. Bissett. Motion carried.*
4. Additions/Deletions/Approval of Minutes of March 2016 Meeting *Ms. Hibbler made a motion to approve the minutes of the March 2016 meeting as presented, seconded by Ms. Malczewski. Motion carried.*
5. Approval of Bills/Financial Status *Ms. Hibbler made a motion to approve payment of the bills in the amount of \$14,505.36 and payroll in the amount of \$18,481.82, seconded by Ms. Stroebel. Motion carried.*
6. Citizens' Comments *There were no citizens' comments.*
7. Library Director's Report *Ms. Aldrich presented the monthly director's report.*
8. Committee Reports:
  - A. Personnel Committee - *none*
  - B. Policy Committee - *none*
  - C. Budget Committee - *none*
9. Unfinished Business:
  - A. Conference Room Use Policy & Application *Ms. Aldrich conveyed some concerns about the "hold harmless clause" in the new Conference Room Use Policy & Application that were brought to her attention by a patron, and described her conversations with the library's attorney and insurance agent regarding the same. Ms. Brett made a motion to revise the Conference Room Use Policy & Application by removing the "hold harmless clause," seconded by Ms. Malczewski. Motion carried.*
  - B. Strategic Plan 2011-2015 *Ms. Aldrich updated the board on the successfully completed 2011-2015 Strategic Plan.*
10. New Business:
  - A. Strategic Plan 2016-2020 *The board began discussing the format to be used in the new Strategic Plan and viewed examples from other libraries.*
  - B. Fines Amnesty Days *Ms. Aldrich requested approval to hold one or two fines amnesty days per year, including one upcoming in June to help young patrons get back into good standing in time for the Summer Reading Program. Ms. Brett made a motion that the library adopt a policy of having one to two fines amnesty days per year, scheduled at the library director's discretion, seconded by Ms. Bissett. Motion carried.*
  - C. Summer Reading Program Funding *Ms. Aldrich explained the costs entailed by the annual Summer Reading Program and described various means of funding it now that the library no longer has a Friends group. Ms. Bissett made a motion to approve the director using up to \$3,000 annually from the library's Trust account at the Mideastern Michigan Library Cooperative (MMLC) to cover Summer Reading costs, seconded by Ms. Stroebel. Motion carried.*

D. Purchasing Policy Revision *There was discussion of some recommended revisions to the Purchasing Policy. Ms. Brett made a motion to approve the Purchasing Policy as revised, including raising the library director's spending limit to \$1,500.00 per item and applying this increased limit to the Continuing Education Policy as well, with the revised Purchasing Policy now additionally applicable to the MMLC Trust account, seconded by Ms. Bissett. Motion carried.*

11. Communications *Communications included newspaper articles about library events and fliers for programs.*
12. Adjournment *Ms. Bissett made a motion to adjourn, seconded by Ms. Brett. Motion carried. The meeting adjourned at 7:40 pm.*

  
Tracy Aldrich, Library Director

5-12-16