

Ruth Hughes Memorial District Library
Regular Meeting of August 3, 2017
Imlay City, MI – 6:30 PM

Minutes

1. **Call to Order**
The meeting was called to order at 6:34 pm.
2. **Roll Call**
Present: Mary Lou Bissett, Conni Brett, Don Davenport, Karen Hibbler, Deb Miller.
Remote Attendee Present By Audio Conference: Cynthia Stroebel.
Absent: Carol Kocik. Also Present: Library Director Tracy Aldrich.
3. **Additions/Deletions/Approval of Agenda**
Ms. Bissett made a motion to approve the agenda as presented, seconded by Ms. Miller. Motion carried.
4. **Additions/Deletions/Approval of Minutes of July 2017 Regular Meeting**
Ms. Brett made a motion to approve the minutes of the July 2017 meeting as presented, seconded by Ms. Miller. Motion carried.
5. **Approval of Bills/Financial Status**
Ms. Brett made a motion to approve the bills in the amount of \$11,335.08 and payroll in the amount of \$19,340.68, seconded by Ms. Miller. Motion carried.
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:**
There was no old business.
10. **New Business:**
 - A. **FY 2017 Budget Revisions**
Ms. Aldrich presented two proposed revisions to the 2017 budget suggested as a result of the recent 2016 audit: moving \$2,550.00 for the copy machine lease from the Capital Outlay line to the Library Supplies line, per the auditors advice, and updating the start of year fund balance from its original estimate to the more accurate figure arrived at through the audit. Ms. Brett made a motion to amend the 2017 budget as presented, seconded by Ms. Miller. Motion carried unanimously.
 - B. **FY 2018 Budget Draft**
Ms. Aldrich presented the first draft of the 2018 budget and she and the board went over it line by line. There was discussion of the salary budget and an issue being caused by the state mandated minimum wage increases, which were bringing the Library Page and Custodian positions nearly to the rate of pay of the next job classification, the Library Assistants. This issue and the fact that the Page position received the state raises for three years while all other positions had their pay frozen

due to the recession led to the decision that all staff would be given a raise in 2018. It was noted that some solution to this issue of wage classification creep would still need to be found within the next couple of years, as the minimum wage will continue to increase.

Ms. Miller made a motion to adopt as presented the proposed salary budget of \$225,628.00 with raises for all staff in 2018, according to the schedule of step raises or a 2% raise for those past their top step, and state mandated minimum wage increases for the Page and Custodian positions, seconded by Ms. Bissett. A roll call vote was taken. Motion carried with six aye votes, zero no votes, and one absence.

Aye: Brett, Bissett, Hibbler, Miller, Davenport, Stroebel.

No: none

Absent: Kocik

11. Communications

Communications included several newspaper articles about library events, and informational materials on a new app, Libby, for the Overdrive system of electronic books.

12. Adjournment

Ms. Brett made a motion to adjourn, seconded by Ms. Miller. Motion carried. The meeting adjourned at 7:10 pm.



Tracy Aldrich, Library Director

9-7-17