

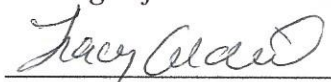
Ruth Hughes Memorial District Library

Regular Meeting of December 1, 2016

Imlay City, MI – 6:30 PM

Minutes

1. Call to Order *The meeting was called to order at 6:30 PM.*
2. Roll Call *Present: Mary Lou Bissett, Conni Brett, Don Davenport, Karen Hibbler, Deb Miller, Cynthia Stroebel. Also Present: Library Director Tracy Aldrich. Absent: Diane Malczewski.*
3. Additions/Deletions/Approval of Agenda *Ms. Aldrich requested the addition to the agenda of Item 10B: Insurance Opt-Out Annual Compensation. Ms. Stroebel made a motion to amend the agenda to include Item 10B: Insurance Opt-Out Annual Compensation, seconded by Ms. Bissett. The motion carried and the agenda was so amended.*
4. Additions/Deletions/Approval of Minutes of November 2016 Regular Meeting *Ms. Bissett made a motion to approve the minutes of the November 2016 regular meeting as presented, seconded by Ms. Brett. Motion carried.*
5. Approval of Bills/Financial Status *Ms. Brett made a motion to approve payment of the bills in the amount of \$5,854.02 and payroll in the amount of \$19,375.37, 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. Attica Branch Staffing and Hours *Ms. Aldrich updated the board on the results of a meeting she held in November with the Attica branch staff regarding their safety concerns. She described steps being taken to provide additional staffing at the branch, and reported that Thumb Alarm had offered to donate the materials and labor for installation of hold-up buttons at both libraries, with the work scheduled to be completed by mid-December.*
10. New Business:
 - A. FY 2016 Year-End Budget Revisions *Ms. Aldrich and the board went through the year-end budget revisions line by line, which included significant savings due to an employee retirement and new hires opting out of health insurance benefits. Ms. Miller made a motion to adopt the proposed year-end budget revisions as presented, seconded by Ms. Stroebel. Motion carried.*
 - B. Insurance Opt-Out Annual Compensation *Ms. Stroebel made a motion to approve the annual insurance opt-out compensation for Diane Willick at \$500 and for Jessica Bostian and Amanda Summers at pro-rated levels of \$333.36 and \$375.03 respectively, seconded by Ms. Bissett. Motion carried.*
11. Communications *Staff award for Merchant Trick or Treat costumes; Winter 2017 Newsletter*
12. Adjournment *Ms. Miller made a motion to adjourn, seconded by Ms. Brett. Motion carried. The meeting adjourned at 7:14 PM.*



Tracy Aldrich, Library Director

1-5-17