

Ruth Hughes Memorial District Library

Regular Meeting of February 4, 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: Conni Brett, Mary Lou Bissett, Don Davenport, Karen Hibbler, Diane Malczewski, Deb Miller, Cynthia Stroebel. Absent: none. Also present: Library Director Tracy Aldrich. Guests: Craig Manser and Brian Steckroth.*
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 January 2016 Meeting *Ms. Hibbler made a motion to approve the minutes of the January 2016 meeting as presented, seconded by Ms. Malczewski. Motion carried.*
5. Approval of Bills/Financial Status *Ms. Aldrich informed the board of an error discovered in the bills of the November 5, 2015 meeting, in which a \$292.92 check listed as voided was actually paid. Ms. Brett made a motion to approve the corrected bills of the November 5, 2015 meeting in the amount of \$15,933.72, and the current bills in the amount of \$15,186.41 with payroll in the amount of \$20,077.79, seconded by Ms. Hibbler. 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. General Liability/Property Quotes *Proposals for general liability and property insurance were presented by Craig Manser of Ibox Insurance/MMRMA, and Brian Steckroth of MML. Ms. Aldrich shared a quote from the library's current carrier, Burnham & Flowers/Par Plan. The quotes were discussed by the board. Ms. Hibbler made a motion to accept the coverage proposal from Ibox Insurance/MMRMA at a cost of \$5,281.00, seconded by Ms. Stroebel. Motion carried.*
 - B. Strategic Plan 2011-2015 *It was decided to table this item until the March meeting.*
10. New Business:
 - A. Strategic Plan 2016-2020 *This item was also tabled until the March meeting.*
 - B. Small & Rural Libraries Conference *Ms. Aldrich presented estimates for staff attendance at the Loleta Fyan Small & Rural Libraries Conference, to be held in May on Mackinac Island. Ms. Stroebel made a motion to approve sending three full time staff members, Tracy Aldrich, Diane Willick, and Jessica Bostian, to the conference at an estimated maximum cost of \$1,777.00 plus some misc. hotel room fees, seconded by Ms. Malczewski. Motion carried.*
11. Communications *Communications included several newspaper articles on Ruth Hughes library events and on issues affecting libraries in Michigan.*
12. Adjournment *Ms. Miller made a motion to adjourn, seconded by Ms. Brett. Motion carried. The meeting adjourned at 7:52 pm.*

Tracy Aldrich

Tracy Aldrich, Library Director

3-3-16