

**Ruth Hughes Memorial District Library**

Regular Meeting of November 3, 2016

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, Don Davenport, Karen Hibbler, Deb Miller. Also Present: Library Director Tracy Aldrich. Absent: Conni Brett, Diane Malczewski, Cynthia Stroebel.*
3. Additions/Deletions/Approval of Agenda *Ms. Aldrich requested the addition of item 10A to the agenda: Attica Branch Staffing and Hours. Ms. Bissett made a motion to amend the agenda to include item 10A: Attica Branch Staffing and Hours, seconded by Ms. Miller. Motion carried. The agenda was so amended.*
4. Additions/Deletions/Approval of Minutes of October 2016 Regular Meeting *Ms. Hibbler made a motion to approve the minutes of the October 2016 Regular Meeting as presented, seconded by Ms. Miller. Motion carried.*
5. Approval of Bills/Financial Status *Ms. Bissett made a motion to approve the bills in the amount of \$13,979.72 and payroll in the amount of \$18,920.61, seconded by Ms. Miller. 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: *none*
10. New Business:
  - A. Attica Branch Staffing and Hours *Ms. Aldrich and the board discussed safety concerns expressed by the Attica Branch staff related to the building's isolated location. The staff requested that the branch be closed at 5:00 PM during the late fall and winter months. After discussion it was felt that the branch needed to continue offering year round evening hours for those patrons who cannot come during the day. It was decided to instead send additional staff to assist during those evening hours for increased safety, and to continue exploring other possibilities for improving staff security at the branch, in addition to the alarm and security cameras already recently installed.*
11. Communications *Newspaper article and flier for upcoming library program.*
12. Adjournment *Ms. Hibbler made a motion to adjourn, seconded by Ms. Bissett. Motion carried. The meeting adjourned at 7:18 PM.*

  
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Tracy Aldrich, Library Director