

**Ruth Hughes Memorial District Library**

Regular Meeting of January 7, 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.*
3. Additions/Deletions/Approval of Agenda *Ms. Brett made a motion to accept the agenda as presented, seconded by Ms. Malczewski. Motion carried.*
4. Additions/Deletions/Approval of Minutes of December 2015 Meeting *Ms. Bissett made a motion to approve the minutes of the December 2015 meeting as presented, seconded by Ms. Miller. Motion carried.*
5. Approval of Bills/Financial Status *Ms. Stroebel made a motion to approve payment of the bills in the amount of \$17,146.60 and payroll in the amount of \$20,795.93, seconded by Ms. Bissett. 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. *none*
10. New Business:
  - A. Trustee Reappointments *Ms. Malczewski was reappointed to the library board by Attica Township, Ms. Brett by Imlay Township, and Ms. Stroebel by Imlay City, for terms ending December 31, 2019.*
  - B. Election of Officers *There were no nominations for changes to the current slate of officers. Ms. Stroebel made a motion to accept the slate of officers as presented: Don Davenport – President, Conni Brett – Vice President, Mary Lou Bissett – Secretary, and Karen Hibbler – Treasurer, seconded by Ms. Malczewski. Motion carried.*
  - C. MLA Spring Institute Conference *Ms. Hibbler made a motion to approve sending Youth Services Coordinator Megan Goedge to the annual MLA Spring Institute Conference in Lansing on April 14 and 15, 2016, at an estimated cost of \$534.00, seconded by Ms. Miller. Motion carried.*
  - D. Personnel Policy Manual Revisions *Ms. Brett made a motion to approve revisions to the Personnel Policy Manual made necessary by the hiring of an on-staff custodian, seconded by Ms. Stroebel. Motion carried.*
  - E. Conference Room Policy Revision *Ms. Aldrich described some issues with the current Conference Room Use Policy that had been brought to her attention by staff and patrons, and presented a revised policy she crafted in consultation with attorney Anne Seurnyck to resolve these concerns. Ms. Stroebel made a motion to approve the new Conference Room Use Policy and Application as presented, seconded by Ms. Bissett. Motion carried.*
  - F. Copy Machine Quote *There was discussion of options provided by Prime Office Innovations for the replacement of the library's old copy machine. Ms. Brett made a motion to approve Prime Office's 36 Months \$1.00 Out lease option for a Sharp MX-4140N copier/printer, at*

*\$211.04 a month with an estimated quarterly maintenance agreement of \$358.75, seconded by Ms. Stroebel. Motion carried.*

G. *General Liability/Property Quotes Ms. Aldrich described her progress on securing quotes for general liability coverage from Michigan Municipal League and Michigan Municipal Risk Management Authority, which will be presented at the February meeting.*

11. *Communications Communications included newspaper articles and a complimentary letter from a library patron.*
12. *Adjournment Ms. Bissett made a motion to adjourn, seconded by Ms. Malczewski. Motion carried. The meeting adjourned at 7:42 pm.*

*Tracy Aldrich*

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Tracy Aldrich, Library Director

2-4-16