

Ruth Hughes Memorial District Library
Regular Meeting of January 4, 2018
Imlay City, MI – 6:30 PM

DRAFT

Minutes

1. **Call to Order** The meeting was called to order at 6:32 pm.
2. **Roll Call** Present: Conni Brett, Don Davenport, Carol Kocik, Deb Miller, Cynthia Stroebel. Absent: Mary Lou Bissett, Karen Hibbler. Also Present: Library Director Tracy Aldrich.
3. **Additions/Deletions/Approval of Agenda** Ms. Brett moved to approve the agenda as presented, seconded by Ms. Miller. Motion carried unanimously.
4. **Additions/Deletions/Approval of Minutes of December 2017 Regular Meeting** Ms. Miller moved to approve the minutes of the December 2017 regular meeting as presented, seconded by Ms. Stroebel. Motion carried unanimously.
5. **Approval of Bills/Financial Status** During review of the bills, Ms. Aldrich mentioned that per library policy, the annual \$500 payments in lieu of health insurance went out on the last December payroll to the two full time staff members who do not take the insurance benefit. She also pointed out the correction of an error made last month in the interest line of the monthly budget report which was discovered to have been caused by some miscommunication during the last audit.

Ms. Brett moved to approve payment of the bills in the amount of \$15,776.59 and payroll in the amount of \$21,024.39, seconded by Ms. Kocik. Motion carried unanimously.
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:**

A. Attica Lease Renewal Ms. Aldrich reported that the Attica Township Board approved the branch library's lease renewal, pending the addition of a "hold harmless" clause from their lawyer, which was expected to be done at their next meeting. She explained that the lease already has a similar clause that indemnifies Attica Township from any liability for damages to persons or property in the existing contract. The board directed Ms. Aldrich to sign the contract once the hold harmless clause was added.

B. FY 2017 Year End Budget Revisions The board reviewed a revision to the FY 2017 budget recommended by the library's auditor to cover a slight \$212 overage in the property and liability insurance expense line. Ms. Stroebel moved to adopt the 2017 budget revision as presented, moving \$225 from the Miscellaneous expense line to the Insurance line, seconded by Ms. Kocik. Motion carried unanimously.

10. New Business:

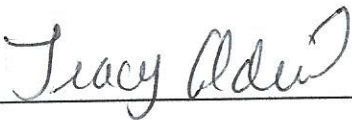
A. Board Member Reappointments Ms. Aldrich reported that at their December meetings, the Attica Township board and Imlay Township board reappointed Deb Miller and Mary Lou Bissett, respectively, to the Ruth Hughes Library board. Ms. Miller took the oath of office and was sworn in by board president Don Davenport. Ms. Bissett was absent and will be sworn in at the next meeting.

B. Board Officer Elections As the two year term for board officers was up, nominations were taken. Unanimously voted into office were Don Davenport as President, Conni Brett as Vice President, Karen Hibbler as Treasurer, and Mary Lou Bissett as Secretary.

C. Millage Renewal Ms. Aldrich explained that the library's operating millage would be expiring on December 31, 2018. She provided information for the board to consider regarding election date, millage levy amount, and length of millage options. She said she was waiting to hear back from the county clerk in response to some questions about election costs and ballot items, which she hoped to have for the next meeting.

11. Communications Communications included a newspaper article on library programs, a thank you letter from the Imlay City DDA for the library's participation in Winter Playground, and a complimentary comment card.

12. Adjournment Ms. Kocik moved to adjourn, seconded by Ms. Brett. Motion carried unanimously. The meeting adjourned at 7:14 pm.



Tracy Aldrich, Library Director

1-11-18