

**Ruth Hughes Memorial District Library  
Regular Meeting of June 1, 2017  
Imlay City, MI – 6:30 PM**

**Minutes**

1. **Call to Order**  
The meeting was called to order at 6:36 pm.
2. **Roll Call**  
Present: Conni Brett, Don Davenport, Carol Kocik, Deb Miller. Absent: Mary Lou Bissett, Karen Hibbler, Cynthia Stroebel. Also Present: Library Director Tracy Aldrich.
3. **Additions/Deletions/Approval of Agenda**  
Ms. Aldrich asked for the addition of Item 10 E, Audit Report, to the agenda. Ms. Brett made a motion to approve the agenda as amended with the addition of Item 10 E, Audit Report, seconded by Ms. Kocik. The motion carried unanimously.
4. **Additions/Deletions/Approval of Minutes of May 2017 Regular Meeting**  
Ms. Miller made a motion to approve the minutes of the May 2017 regular meeting as presented, seconded by Ms. Kocik. The motion carried unanimously.
5. **Approval of Bills/Financial Status**  
Ms. Brett made a motion to approve payment of the bills in the amount of \$10,245.76 and payroll in the amount of \$19,214.01, seconded by Ms. Miller. The 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. **Disability Coverage**  
Ms. Aldrich gave an update on the progress of the disability coverage enrollment with Guardian Insurance, and the related personnel policy revision work being done by attorney Rebecca Davies.
10. **New Business:**
  - A. **Banking Issues**  
Ms. Aldrich explained that some library funds were now uninsured as a result of the merger of Capac State Bank and Lapeer County Bank & Trust into Lakestone, as well as some funds in the library's primary checking account at Tri-County Bank that had now gone over the FDIC guarantee limit. The library's accountant recommended opening a new savings account at Tri-County Bank, and moving all the uninsured funds into this account, from which money could be easily transferred to pay bills.  
Ms. Brett made a motion to approve opening a savings account at Tri-County Bank and transferring into it \$110,000 from the checking account, and withdrawing \$20,000 from the Lakestone savings account and moving it to the new Tri-County savings account, in

order to keep all the library's funds FDIC insured, seconded by Ms. Kocik. During discussion, a typo in the information provided was corrected, and Ms. Brett made a motion to amend the previous motion to withdraw \$50,000 from Lakestone instead of \$20,000, seconded by Ms. Kocik. The motion carried unanimously.

**B. MLA Group Health Insurance**

Ms. Aldrich provided information on the possible state-wide group health insurance being proposed by the Michigan Library Association and National Insurance Services in an attempt to lower costs, particularly for small and rural libraries.

**C. Bulletin Board Policy**

The board considered a revision to the Bulletin Board Policy to allow business postings, in line with the new Conference Room Use Policy which allows business use of the space. Ms. Kocik made a motion to approve the revised Bulletin Board Policy as presented to allow business postings, seconded by Ms. Miller. The motion carried unanimously.

**D. Student & Teacher Cards**

The board discussed the issue of whether to provide library cards free of charge to out-of-district children enrolled in Imlay City Schools through the Schools of Choice program, as well as non-resident teachers. No decision was reached and the board requested more time to consider the issue.

**E. Audit Report**

Ms. Aldrich and the board reviewed the audit report prepared by King & King CPAs for FY 2016. The library received a clean audit and a positive review. The board accepted the audit report.

**11. Communications**

Communications included the summer newsletter, a comment card from a staff member who attended the Library of Michigan's Beginning Workshop, and a Cataloguing Certification document for Technical Services Coordinator Jessica Bostian.

**12. Adjournment**

Ms. Miller made a motion to adjourn, seconded by Ms. Kocik. Motion carried unanimously. The meeting adjourned at 7:31 pm.



Tracy Aldrich, Library Director

6-6-17