

**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

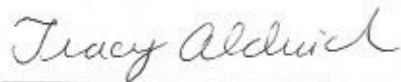
Ms. Aldrich and the board reviewed the audit report prepared by King & King CPAs for FY 2016. The library received a clean audit and a positive review. The board accepted the audit report.

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

7-6-17