

**Ruth Hughes Memorial District Library**  
Regular Meeting of May 3, 2018  
Imlay City, MI – 6:30 PM

**Minutes**

**DRAFT**

1. **Call to Order**  
The meeting was called to order at 6:32 pm.
2. **Roll Call**  
Present: Mary Lou Bissett, Karen Hibbler, Carol Kocik, Cynthia Stroebel.  
Absent: Conni Brett, Don Davenport, Deb Miller. Also Present: Library Director Tracy Aldrich.
3. **Additions/Deletions/Approval of Agenda**  
Ms. Stroebel moved to approve the agenda as presented, seconded by Ms. Hibbler. Motion carried unanimously.
4. **Additions/Deletions/Approval of Minutes of April 2018 Regular Meeting**  
Ms. Hibbler moved to approve the minutes of the April 2018 regular meeting as presented, seconded by Ms. Kocik. Motion carried unanimously.
5. **Approval of Bills/Financial Status**  
Ms. Stroebel moved to approve payment of the bills in the amount of \$24,501.86 and payroll in the amount of \$20,372.42, 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**  
There was no old business.
10. **New Business**
  - A: Millage Election Informational Materials**  
The board and director reviewed the Campaign Finance Act rules governing library millage elections. They then reviewed informational materials for the public about the millage request prepared by Ms. Aldrich and approved by the library's attorneys. The board had no objections, revisions, or suggested changes to the materials. Ms. Aldrich said she planned to have them ready to display and hand out by the end of the following week.
  - B: Window Tinting**  
Ms. Aldrich and the board discussed a quote from American Glass Tinting to add one-way or completely frosted film to some of the workroom windows. It was discovered during the on-site inspection that one-way film would not work properly due to the lighting in the workroom. The board and director felt that completely frosted film which could not be seen through, like that on the computer lab windows, was not a good

choice given the need for staff to be able to look out at times. Ms. Stroebel suggested blinds as an alternative, and offered to do the measuring and ordering. Ms. Kocik said she and her husband would volunteer to install the blinds. It was agreed to proceed with the blinds.

**C: Front Door**

Ms. Aldrich described security concerns with the outer front door not locking properly, due to such causes as shifting of the door frame and grounds in that area with changing temperatures. She suggested the library install a locking crash bar on the inner vestibule door as well, as that area is not prone to shifting and should not have the same issue, and the second locked door would prevent entry into the library proper. Ms. Kocik moved to approve the estimate from Greg's Lock and Safe for an exit device with strike (the crash bar) for \$1,818.95, seconded by Ms. Hibbler. A roll call vote was taken: 4 yeas, 0 nays, 3 absent. Motion carried.

Yeas: 4 Hibbler, Kocik, Stroebel, Bissett  
Nays: 0  
Absent: 3 Davenport, Brett, Miller

**D: MMLC Annual Joint Meeting**

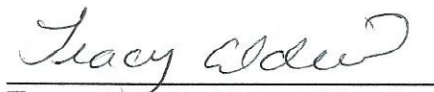
Ms. Aldrich delivered invitations from the Mideastern Michigan Library Cooperative (MMLC) for its annual joint dinner meeting of the Advisory Council and Board. Ms. Kocik said she would like to attend, along with Ms. Aldrich, who serves on the Advisory Council. Ms. Aldrich said she would send the RSVPs.

**11. Communications**

Communications included newspaper articles about the library's Titanic program.

**12. Adjournment**

Ms. Stroebel moved to adjourn, seconded by Ms. Kocik. Motion carried unanimously. The meeting adjourned at 7:42 pm.

  
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Tracy Aldrich, Library Director

5-10-18

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