

**Ruth Hughes Memorial District Library
Regular Meeting of May 4, 2017
Imlay City, MI – 6:30 PM**

Minutes

1. **Call to Order**
The meeting was called to order at 6:32 pm.
2. **Roll Call**
Present: Mary Lou Bissett, Don Davenport, Karen Hibbler, Carol Kocik, Deb Miller, Cynthia Stroebel. Absent: Conni Brett. Also Present: Library Director Tracy Aldrich.
3. **Oath of Office – New Board Member**
Ms. Carol Kocik was sworn in and took the oath of office.
4. **Additions/Deletions/Approval of Agenda**
Ms. Bissett made a motion to approve the agenda as presented, seconded by Ms. Miller. Motion carried unanimously.
5. **Additions/Deletions/Approval of Minutes of April 2017 Regular Meeting**
Ms. Hibbler made a motion to approve the minutes of the April 2017 regular meeting as presented, seconded by Ms. Stroebel. Motion carried unanimously.
6. **Approval of Bills/Financial Status**
Ms. Miller made a motion to approve the bills in the amount of \$18,399.89 and payroll in the amount of \$19,737.86, seconded by Ms. Stroebel. Motion carried unanimously.
7. **Citizens' Comments**
There were no citizens' comments.
8. **Library Director's Report**
Ms. Aldrich presented the monthly director's report.
9. **Committee Reports**
There were no committee reports.
10. **Old Business:**
 - A. **Disability Coverage**
Ms. Aldrich presented and explained several different disability insurance options. Following discussion, Ms. Miller made a motion to begin providing short and long term disability insurance through Guardian for the four full time staff at an annual cost of \$1,864.20, using the "gross up" tax method, seconded by Ms. Stroebel. A roll call vote was taken. Six aye, zero no, and one absent; motion carried.
Aye: Miller, Bissett, Stroebel, Hibbler, Kocik, Davenport
No: none
Absent: Brett
Ms. Aldrich presented budget revisions proposed to accommodate the provision of disability insurance, made possible by greater than expected revenue with no cuts required to other budget items. Ms. Stroebel made a motion to adopt the budget revisions as presented, seconded by Ms. Bissett. A roll call vote was taken. Six aye, zero no, and one absent; motion carried.
Aye: Miller, Bissett, Stroebel, Hibbler, Kocik, Davenport
No: none

Absent: Brett

Ms. Aldrich presented a basic disability coverage policy for the personnel manual, but stated that the best practice would be for the library's attorney to draft a more thorough version once the insurance policy was finalized. Ms. Miller made a motion to adopt the short and long term disability policy for the personnel manual, seconded by Ms. Hibbler. Motion carried and the policy was adopted.

B. Conference Room Use Policy

The board reviewed and discussed the revised conference room policy prepared by attorney Anne Seuryneck and Ms. Aldrich. There was a question about whether or not to allow purely social functions; it was decided against due to issues of appropriateness, noise, and wear and tear on the facilities, and social use was struck from the policy. Ms. Hibbler made a motion to approve the conference room use policy as amended, seconded by Ms. Stroebel. Motion carried unanimously.

11. New Business:

A. Foster Swift Hourly Rate Change

The board considered a letter received from the Foster Swift law firm informing the library of a \$10 per hour rate increase to \$200 an hour, the first increase since 2007. Several board members and Ms. Aldrich expressed their gratitude and satisfaction with Foster Swift's work. Ms. Bissett made a motion to approve Foster Swift's rate increase of \$10 per hour, seconded by Ms. Miller. Motion carried unanimously.

12. Communications

Communications included a newspaper article about library events.

13. Adjournment

Ms. Stroebel made a motion to adjourn, seconded by Ms. Hibbler. Motion carried unanimously. The meeting adjourned at 7:24 pm.



Tracy Aldrich, Library Director

6-1-17