

**Ruth Hughes Memorial District Library**

Regular Meeting of October 6, 2016

Imlay City, MI – 6:30 PM

**Minutes**

1. Call to Order *The meeting was called to order at 6:42 PM.*
2. Roll Call *Present: Conni Brett, Don Davenport, Karen Hibbler, Deb Miller. Absent: Mary Lou Bissett, Diane Malczewski, Cynthia Stroebel. Also Present: Library Director Tracy Aldrich.*
3. Additions/Deletions/Approval of Agenda *Ms. Brett made a motion to approve the agenda as presented, seconded by Ms. Hibbler. Motion carried.*
4. Additions/Deletions/Approval of Minutes of September 2016 Budget Hearing *Ms. Miller made a motion to approve the minutes as presented, seconded by Ms. Hibbler. Motion carried.*  
Additions/Deletions/Approval of Minutes of September 2016 Regular Meeting *Ms. Hibbler made a motion to approve the minutes as presented, seconded by Ms. Brett. Motion carried.*
5. Approval of Bills/Financial Status *Ms. Brett made a motion to approve the bills in the amount of \$17,517.27 and payroll in the amount of \$19,226.94, seconded by Ms. Miller. Motion carried.*
6. Citizens' Comments *There were no citizens' comments.*
7. Library Director's Report *Ms. Aldrich presented the monthly director's report.*
8. Committee Reports:
  - A. Personnel Committee - *none*
  - B. Policy Committee - *none*
  - C. Budget Committee - *none*
9. Unfinished Business: *none*
  - A.
10. New Business:
  - A. Guardian Insurance *Ms. Aldrich described a problem with the library's Guardian Insurance dental and vision plan that was discovered while enrolling an employee. The plan was apparently not set up in the manner the library was told, resulting in enrollment complications and fees. After considerable effort, the plan setup was corrected going forward. The board and director will investigate the possibility of finding a more locally based agent to handle the library's accounts and research alternative insurance providers.*
  - B. Proposed 2017 Library Closed Dates *There was discussion of the proposed 2017 closed dates. Ms. Brett made a motion to approve the 2017 closed dates as presented, seconded by Ms. Hibbler. Motion carried.*
  - C. Director Evaluation *Annual evaluation forms for the library director were distributed. Ms. Brett directed board members to return the completed forms to her mailbox in the library's front workroom by October 20.*
11. Communications *Newspaper articles, photos, and a patron thank you letter from library events were shared with the board.*
12. Adjournment *Ms. Brett made a motion to adjourn, seconded by Ms. Miller. Motion carried. The meeting adjourned at 7:19 PM.*

*Tracy Aldrich*

Tracy Aldrich, Library Director

11-4-16