

**Ruth Hughes Memorial District Library
Regular Meeting of October 5, 2017
Imlay City, MI – 6:30 P.M.**

Minutes

1. **Call to Order**
The meeting was called to order at 6:33 p.m.
2. **Roll Call**
Present: Mary Lou Bissett, Conni Brett, Don Davenport, Karen Hibbler, Cynthia Stroebel. Absent: Carol Kocik, Deb Miller. Also Present: Library Director Tracy Aldrich.
3. **Additions/Deletions/Approval of Agenda**
Ms. Aldrich requested two items be added to the agenda: 10C, Furnace Repair, and 10D, Shelf Repair. Ms. Hibbler moved to approve the agenda as amended, seconded by Ms. Brett. Motion carried unanimously.
4. **Additions/Deletions/Approval of Minutes of September 2017 Budget Hearing and Regular Meeting**
Ms. Brett moved to approve the minutes of the September 2017 Budget Hearing as presented, seconded by Ms. Hibbler. Motion carried unanimously.
Ms. Hibbler moved to approve the minutes of the September 2017 Regular Meeting as presented, seconded by Ms. Brett. Motion carried unanimously.
5. **Approval of Bills/Financial Status**
Ms. Brett moved to approve payment of the bills in the amount of \$18,211.09 and payroll in the amount of \$19,723.32, seconded by Ms. Bissett. 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. **Snow Removal Quotes**
Ms. Aldrich stated she had asked five different contractors for quotes on snow removal, but only one vendor responded, and that was the library's current company, Yard Services Inc. of Almont. She also received an unsolicited quote from another vendor, Gresham's of Ray Township. Both quotes were compared and discussed. Ms. Hibbler moved to stay with Yard Services Inc., accepting their quote for snow removal service, seconded by Ms. Bissett. A roll call vote was taken: 5 yeas, 0 nays, 2 absent, motion carried.

Yeas 5 Stroebel, Hibbler, Brett, Davenport, Bissett
Nays 0
Absent 1 Kocik, Miller

B. Director Evaluation

Ms. Aldrich brought the annual evaluation forms to the meeting for distribution. The board decided after discussion to change to a bi-annual evaluation instead.

C. Furnace Repair

Ms. Aldrich explained that during the regular fall furnace inspections, it was found that the inducers on the three upstairs units were running high amps, indicating impending motor failure, and submitted a quote for repair from Root's, the library's heating and cooling contractor. After discussion, Ms. Stroebel moved to proceed with furnace repairs as quoted for \$1,490.67 through Root's Heating and Cooling, seconded by Ms. Brett. A roll call vote was taken: 5 yeas, 0 nays, 2 absent, motion carried.

Yeas 5 Brett, Hibbler, Davenport, Stroebel, Bissett
Nays 0
Absent 1 Kocik, Miller

D. Shelf Repair

Ms. Aldrich described repairs needed to strengthen bookshelves throughout the main library, and presented a quote from Chad Burmeister of C & A Home Repairs, the contractor who recently completed similar work at the Attica branch. After discussion, Ms. Hibbler moved to have Chad Burmeister repair the library shelving for his quoted price of \$1,350.00, seconded by Ms. Stroebel. A roll call vote was taken: 5 yeas, 0 nays, 2 absent, motion carried.

Yeas 5 Bissett, Davenport, Hibbler, Brett, Stroebel
Nays 0
Absent 1 Kocik, Miller

11. Communications

Communications included a newspaper article about the library's Banned Books Week programming and an MLA update on penal fine and other financial and legislative issues.

12. Adjournment

Ms. Stroebel moved to adjourn, seconded by Ms. Brett. Motion carried unanimously. The meeting adjourned at 7:11 p.m.



Tracy Aldrich, Library Director

10-12-17