

Ruth Hughes Memorial District Library
Regular Meeting of August 2, 2018
Imlay City, MI – 6:30 PM

Minutes

1. **Call to Order**
The meeting was called to order at 6:34 pm.
2. **Roll Call**
Present: Mary Lou Bissett, Conni Brett, Karen Hibbler, Carol Kocik
Present by Conference Call: Cynthia Stroebel
Absent: Deb Miller
Also Present: Library Director Tracy Aldrich
3. **Additions/Deletions/Approval of Agenda**
Ms. Bissett moved to approve the agenda as presented, seconded by Ms. Kocik. Motion carried unanimously.
4. **Additions/Deletions/Approval of Minutes of July 2018 Regular Meeting**
Ms. Hibbler moved to approve the minutes of the July 2018 regular meeting as presented, seconded by Ms. Bissett. Motion carried unanimously.
5. **Approval of Bills/Financial Status**
Ms. Hibbler moved to approve payment of the bills in the amount of \$9,382.25 and payroll in the amount of \$19,936.41, 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**
 - A: Millage Renewal**
Ms. Aldrich gave an update on the status of the millage proposal, coming up on the August 7 ballot. She mentioned that several citizens had asked for clarification, having confused the Ruth Hughes proposal with the Lapeer District Library's request for a new building. Additionally, there had been one comment from a person who thought the library was asking to "double" its millage. These misperceptions were all corrected.
 - B: Parking Lot and Entryway Repairs**
After consulting with Tom Evans, the library handyman, it was agreed that the sidewalk could wait for replacement, as it did not have any current trip hazards, although it did have some areas of crumbling and general wear. Ms. Bissett suggested that when it is time to do replacement work, the entire sidewalk should be replaced at once instead of piecemeal, and mentioned there is a new sealing process available that could be done as well to help preserve it. Staff will continue to monitor the sidewalk for any changes.

10. **New Business**

A: Card Amnesty Day

The board approved a card amnesty day on September 27, requested by staff, which would permit library patrons to replace lost cards at no cost.

B: Halloween Early Closing

The board considered a request from staff for an early closing at 5:00 pm on Halloween, to allow all staff the opportunity to be with their families for trick or treating and other holiday events. Ms. Aldrich said she was told this was done in the past, and that Halloween evening is typically not a very busy time at the library. She suggested if the board wanted to try the early closing this year, she could see if there is any negative feedback from the public and the subject could be revisited next year. Ms. Bissett moved to close early at 5:00 pm on Halloween, seconded by Ms. Stroebel. Motion carried unanimously.

C: Office Desk

Ms. Aldrich reported there were no offers on the office desk set, which had been advertised on the library's website and Facebook page, as well as through the Imlay City DDA. Ms. Brett offered to list the items on Craigslist for a week and handle any offers. If no one takes the desk, it was decided to discard it after that point.

D: 2018 Budget Revisions

Ms. Aldrich presented revisions to the 2018 budget including an adjustment to the start of year fund balance using the audited figure, and income and expense revisions to allow for the use of the Don Davenport memorial donations.

Ms. Hibbler moved to adopt the budget revisions for 2018 as presented, seconded by Ms. Bissett. Motion carried unanimously.

E: 2019 Budget


The board reviewed and discussed the first draft of the 2019 budget, prepared by Ms. Aldrich. There was substantial discussion of the impact of the State minimum wage increases on the library's budget.

11. **Communications**

Communications included newspaper articles about library events and the millage election.

12. **Adjournment**

Ms. Kocik moved to adjourn, seconded by Ms. Bissett. Motion carried unanimously. The meeting adjourned at 7:28 pm.



Tracy Aldrich, Library Director

9-6-18