

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

Minutes

1. **Call to Order**
The meeting was called to order at 6:44 pm.
2. **Roll Call**
Present: Mary Lou Bissett, Conni Brett, Carol Kocik, Deb Miller. Absent: Karen Hibbler, Cynthia Stroebel. Also Present: Library Director Tracy Aldrich.
3. **Additions/Deletions/Approval of Agenda**
Ms. Kocik moved to approve the agenda as presented, seconded by Ms. Miller. Motion carried unanimously.
4. **Additions/Deletions/Approval of Minutes of November 2018 Regular Meeting**
Ms. Bissett moved to approve the minutes of the November 2018 regular meeting as presented, seconded by Ms. Kocik. Motion carried unanimously.
5. **Approval of Bills/Financial Status**
Ms. Miller moved to approve the bills in the amount of \$13,144.93 and payroll in the amount of \$20,481.55, 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: **Reimbursement Check Policy**
Ms. Aldrich described some issues this year with employees losing reimbursement checks they had received, and in one instance additionally losing the replacement that had been cut for the original check. She said the library's accountant had suggested the board decide if they wanted a policy or guideline in place to govern the replacement of lost checks. There was discussion; the board had concerns about possibly crafting a policy that would then be unable to allow for exceptional or special circumstances, and felt it might be better to handle these issues on a case by case basis. The board asked Ms. Aldrich to talk further with the accountant and see if he could assist in coming up with a policy or guidelines that would address these concerns.
 - B: **Annual Payment In Lieu of Health Benefits**
Ms. Aldrich said the auditor had suggested that the annual payment in lieu of health benefits typically made to the full time employees who did not take the benefits should be a formal motion each year. She explained that typically the library gave these

employees \$500.00 on their final December check, and that this had been the case for many years. There was discussion of the amount and whether it might need to be updated and revised in future, and also discussion of the timing of this payment. Ms. Miller said that at her job, this type of payment is instead portioned out over the entire year on every paycheck. Ms. Aldrich said she would consult with the library's accountant about the possibility of switching to such a system for 2019.

Ms. Kocik moved to make the annual payment in lieu of health benefits in the amount of \$500.00 each to Diane Willick and Amanda Summers on the final December paycheck, seconded by Ms. Bissett.

A roll call vote was taken: 4 yeas, 0 nays, 2 absent, motion carried.

Yeas	4	Miller, Kocik, Bissett, Brett
Nays	0	
Absent	2	Hibbler, Stroebel

C: FY 2018 Year End Budget Revisions

The board reviewed suggested year end budget revisions line by line. Ms. Bissett moved to adopt the year end budget revisions as presented, seconded by Ms. Kocik.

A roll call vote was taken: 4 yeas, 0 nays, 2 absent, motion carried.

Yeas	4	Miller, Bissett, Kocik, Brett
Nays	0	
Absent	2	Hibbler, Stroebel

11. Communications

Communications included the library's annual report and winter newsletter.

12. Adjournment

Ms. Kocik moved to adjourn, seconded by Ms. Miller. Motion carried unanimously. The meeting adjourned at 7:30 pm.



Tracy Aldrich, Library Director

1-3-19