

**Ruth Hughes Memorial District Library**  
Regular Meeting of February 1, 2018  
Imlay City, MI – 6:30 PM

**Minutes**

1. **Call to Order** The meeting was called to order at 6:30 pm.
2. **Roll Call** Present: Mary Lou Bissett, Conni Brett, Don Davenport, Karen Hibbler, Carol Kocik, Deb Miller, Cynthia Stroebel. Absent: none. Also Present: Library Director Tracy Aldrich.
3. **Additions/Deletions/Approval of Agenda** Ms. Bissett moved to approve the agenda as presented, seconded by Ms. Brett. Motion carried unanimously.
4. **Additions/Deletions/Approval of Minutes of January 2018 Regular Meeting** Ms. Miller moved to approve the minutes of the January 2018 regular meeting as presented, seconded by Ms. Stroebel. Motion carried unanimously.
5. **Approval of Bills/Financial Status** Ms. Brett made a motion to approve payment of the bills in the amount of \$11,948.01 and payroll in the amount of \$19,826.68, seconded by Ms. Miller. 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. **Board Member Reappointments** Mary Lou Bissett took the oath of office and was sworn in by board president Don Davenport.
  - B. **Attica Lease Renewal** Ms. Aldrich reported she had not yet signed the proposed Attica lease, as she discovered it had been entirely rewritten, necessitating review by the library's attorney and insurer. Upon review, several items in the proposed lease prompted concerns for the library's liability. The board directed Ms. Aldrich to authorize the library's attorney, Julie Nash, to discuss these concerns with the township's attorney in hopes of coming to a mutually agreeable set of lease terms.
  - C. **Millage Renewal** Ms. Aldrich and the board continued their discussion of millage renewal options from the January meeting. The combination of recession period property tax losses locked in place by the Headlee Override, the coming loss of over \$15,000 in PPT levies (nearly half the library's materials budget) and the significant downturn in penal fine revenue led the board to decide to ask for a very small increase in the millage rate, to 1.1 mills from the current .9966 (reduced by Headlee from the previously approved 1 mill.) This small increase would add only \$5.00 per year to the tax bill of a home with a market value of \$100,000, but would be sufficient to recoup these losses and prevent extensive cuts to library services. The board directed Ms. Aldrich to work with attorney Anne Seurnyck to draft ballot language for the August 2018 election, planning for a 10 year millage period.

10.

**New Business:**

**A. Duct Cleaning** Ms. Aldrich explained that duct cleaning planned for last year had been put on hold along with some other maintenance issues due to the significant loss in penal fine revenue, but that the ducts appeared to be in serious need of this service and perhaps it shouldn't be put off much longer. The board reviewed quotes from three different contractors, with the lowest coming from Safety King. Ms. Stroebel moved to accept Safety King's proposal to do the duct cleaning at the library for their quote of \$1,978.90, seconded by Ms. Kocik. A roll call vote was taken: 7 yeas, 0 nays, 0 absent, motion carried unanimously.

Yeas 7          Davenport, Miller, Kocik, Stroebel, Hibbler, Bissett, Brett  
Nays 0  
Absent 0

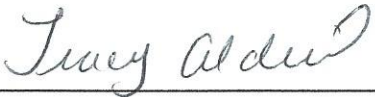
**B. Small & Rural Libraries Conference** The board approved sending all four full time staff members to the three day 2018 Small and Rural Libraries Conference, with two part time staff being trained to supervise both branches. After some discussion, it was decided the two part time staff should be compensated at the beginning supervisory pay rate during this period. Ms. Aldrich noted that there would be no lodging costs to the library for this event, as the staff would be staying in a condo at the conference location owned by a friend.

11.

**Communications** Communications included newspaper articles about the library's upcoming Silent Auction fundraiser.

12.

**Adjournment** Ms. Stroebel moved to adjourn, seconded by Ms. Brett. Motion carried unanimously. The meeting adjourned at 7:48 pm.



Tracy Aldrich, Library Director

3-1-18