

Ruth Hughes Memorial District Library
Regular Meeting of February 4, 2021
Imlay City, MI – 6:30 PM

Minutes

- 1. Call to Order**
The meeting was held by teleconference due to the building occupancy limits in place because of COVID-19. The meeting was called to order at 6:32 pm. Vice President Deb Miller presided in the absence of President Conni Brett.
- 2. Roll Call**
Present by teleconference: Karen Hibbler, Imlay Township; Carol Kocik, Attica Township; Angie McCoy, Imlay City; Deb Miller, Attica; Cynthia Stroebel, Imlay City. Absent: Conni Brett, Mary Lou Bissett. Also Present by teleconference: Library Director Tracy Aldrich, St. Clair County.
- 3. Additions/Deletions/Approval of Agenda**
Ms. McCoy moved to approve the agenda as presented, seconded by Ms. Stroebel. Motion carried unanimously.
- 4. Additions/Deletions/Approval of Minutes of December 3, 2020 Regular Meeting**
Ms. Hibbler moved to approve the minutes of the December 3 regular meeting, seconded by Ms. Stroebel. Motion carried unanimously.
- 5. Approval of Bills/Financial Status**
The board reviewed the bills and financial reports. Ms. Aldrich explained issues with Orkin's billing over the past few months and the satisfactory resolution of same. Ms. Stroebel moved to approve the bill payments in the amount of \$30,736.77, debit card purchases in the amount of \$308.94, December payroll in the amount of \$22,258.40, and January payroll in the amount of \$21,438.39, seconded by Ms. McCoy. 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: Novel Coronavirus COVID-19 and the Library
Ms. Aldrich distributed the updated COVID 19 Plan, which incorporated the newly required Remote Work Policy and the latest quarantine guidelines. She said the

question of a quarantine pay policy could be set aside for now, as there were possibly changes coming from the new federal administration, and in the meantime the library's COVID Plan and the new PTO for part time staff seemed to address the matter sufficiently. Lastly she reported the library was now open for Grab and Go once again, but was having some problems with patrons coming in without masks and being argumentative about the policy; she noted that if this continued or worsened it could drive the library back to curbside only.

10. New Business

A: New Strategic Plan

Ms. Aldrich noted it was time for a new strategic plan as the previous one had just expired. She and the board reviewed the previous brochure, and everyone was asked to bring ideas and suggestions to the next few meetings.

B: MMLC Technology & Innovation Grant

Ms. Aldrich reported MMLC was able to provide grants to member libraries this year, after initially expecting they would have to cut grants from their budget. She described a suggested project to be done with the \$8,000 grant: transitioning the Imlay computer lab and Attica computer stations to a server based system using Raspberry Pi, in response to failing hardware and outdated software issues. The board reviewed quotes from CC's Computer Repair for the project. Ms. Stroebel moved to use the MMLC Technology & Innovation Grant to do the Raspberry Pi project and to approve the quotes from CC's Computer Repair totaling \$11,230.68, seconded by Ms. McCoy. A roll call vote was taken: 5 yeas, 0 nays, 2 absent, motion carried.

Yeas	5	Stroebel, Kocik, Hibbler, McCoy, Miller
Nays	0	
Absent	2	Bissett, Brett

11. Communications

Communications included a newspaper article about the library's Letters to Santa program and the Winter Newsletter.

12. Adjournment

Ms. Kocik moved to adjourn, seconded by Ms. Stroebel. Motion carried unanimously. The meeting adjourned at 7:21 pm.

Tracy Aldrich (signed electronically)

Tracy Aldrich, Library Director

3-4-21