

**Ruth Hughes Memorial District Library**  
Regular Meeting of July 11, 2019  
Imlay City, MI – 6:30 PM

**Minutes**

1. **Call to Order**  
The meeting was called to order at 6:31 pm.
2. **Roll Call**  
Present: Mary Lou Bissett, Conni Brett, Karen Hibbler, Carol Kocik, Angie McCoy, Deb Miller. Absent: Cynthia Stroebel. Also Present: Library Director Tracy Aldrich.
3. **Additions/Deletions/Approval of Agenda**  
There were no changes to the agenda. Ms. Kocik moved to approve the agenda as presented, seconded by Ms. McCoy. Motion carried.
4. **Additions/Deletions/Approval of Minutes of June 2019 Regular Meeting**  
There were no changes to the minutes. Ms. Bissett moved to approve the minutes as presented, seconded by Ms. McCoy. Motion carried.
5. **Approval of Bills/Financial Status**  
The board reviewed the bills and financial reports. Ms. Miller moved to approve payment of the bills in the amount of \$22,489.42 and payroll in the amount of \$21,821.39, seconded by Ms. Kocik. Motion carried.
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: 2020 Special Projects**  
Ms. Aldrich gave an update on the special projects being considered for upcoming years. She said the carpet contractor responded that a 50% deposit would be required to actually hold the library's carpet choices and lock in the price, and that would be nearly \$15,000. The other option was to wait until January, get an updated quote and look for another carpet selection if the original was no longer available. Since the deposit would have had to come from fund balance, the board opted to wait until January. Ms. Aldrich said the preliminary budget for 2020 looked to have enough funding for both the carpet and tile projects, although she recommended waiting on the tile until after the PPT reimbursement came through in February to be sure. She also reported that she had received quotes from Library Design Associates for a number of other special projects, which would help with budget planning and prioritization.  
  
**B: Repairs**  
Ms. Aldrich reported the contractor's answers to the questions about the fascia board covering project, namely, that although he could not say for certain, he did not think water had gotten behind the boards, but rather the wear was from rain, sun, and snow

on the front of the boards. He explained that rooflines on commercial buildings are different from those on houses, especially on older houses, and so he did not expect that water would get behind the aluminum coverings. And he said that they would not know for sure if any boards needed replacing until they began the project, although he did not anticipate such a problem. Ms. McCoy moved to approve the \$2,400 quote from Brandon Emmons Construction for fascia board covering, seconded by Ms. Bissett. Motion carried.

Ms. Aldrich further reported that Library Design Associates would be picking up the two broken Reading Room lamps and having their switches replaced at no cost to the library, even though they were no longer under warranty. They would also be repairing the damaged tablet arm on an armchair at a minimal cost to the library.

**10. New Business**

**A: FY 2019 Mid-Year Budget Revisions**

The board reviewed and discussed mid-year budget revisions prepared by Ms. Aldrich. Ms. Hibbler moved to approve the mid-year budget revisions as presented, seconded by Ms. Bissett. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried.

Yeas	6	Bissett, Kocik, Miller, Hibbler, Brett, McCoy
Nays	0	
Absent	1	Stroebe

**B: FY 2020 Budget**

The board reviewed and discussed the proposed 2020 budget prepared by Ms. Aldrich, with special attention to the payroll budget and issues being caused therein by the minimum wage increase. There were no changes requested to the budget proposal.

**C: Youth Area Sofa**


Ms. Aldrich said there were sufficient funds at this time to proceed with one of the special projects, the replacement of the worn youth area sofa. She presented a proposal from Library Design Associates for a settee made by the same company which provided the other commercial grade furnishings used in the recent renovations. There was discussion, including a comparison to IKEA furniture. Concerns were expressed by several board members about the quality and longevity of IKEA furniture versus the commercial product proposed. Ms. Miller moved to purchase the settee as proposed in Library Design Associates' quote for \$2,589, seconded by Ms. Kocik. Motion carried.

**11. Communications**

Communications included letters sent to the library district's three municipalities along with the summer newsletters.

**12. Adjournment**

Ms. Hibbler moved to adjourn, seconded by Ms. Kocik. Motion carried. The meeting adjourned at 7:50 pm.

  
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Tracy Aldrich, Library Director

August 1, 2019