

Ruth Hughes Memorial District Library

Regular Meeting of June 3, 2021

Imlay City, MI – 6:30 PM

Minutes

1. Call to Order

The meeting was called to order at 6:37 pm.

2. Roll Call

Present: Carol Kocik, Karen Hibbler, Conni Brett, Deb Miller. Absent: Mary Lou Bissett, Angie McCoy, Cynthia Stroebel. Also present by teleconference: Library Director Tracy Aldrich.

3. Additions/Deletions/Approval of Agenda

One addition made to agenda under New Business; 10C: Custodial Services. Ms. Hibbler moved to approve the updated agenda, seconded by Ms. Miller. Motion carried unanimously.

4. Additions/Deletions/Approval of Minutes of May 6, 2021 Regular Meeting

Ms. Miller moved to approve the minutes of the May 6 regular meeting, seconded by Ms. Hibbler. Motion carried unanimously.

5. Approval of Bills/Financial Status

The board reviewed the bills and financial reports. Ms. Miller moved to approve the bills in the amount of \$27,273.02, debit card purchases in the amount of \$255.14 and payroll in the amount of \$20,490.79, seconded by Ms. Kocik. Motion carried unanimously.

6. Public Comment

There was no public comment.

7. Library Director's Report

The board received the director's report.

8. Committee Reports

There were no committee reports.

9. Old Business

A: Novel Coronavirus COVID-19 and the Library

Ms. Aldrich reviewed the updated COVID 19 Preparedness & Response Plan and Public Information Documentation for Stage 5 Reopening. High level, Stage 5 includes the reopening of the Lab (every third station), placing a few more chairs out, increasing patron visit time to two hours, following the CDC guidelines regarding mask or face coverings. The meeting rooms are still closed at this time. The MIOSHA guidelines are still in place until October 2021.

B: New Strategic Plan

The board received the new Strategic Plan 2021-2025. Ms. Kocik moved to accept the plan as presented, seconded by Ms. Miller. Motion carried unanimously.

C: Bed Bug Treatment Plan

Tabled for now.

D: Going Fine Free

Ms. Aldrich reported on the positives of a fine free library. This includes overdue materials only and not late or damaged ones. Ms. Hibbler moved to continue with current fine-free plan, to cancel outstanding overdue fines in the library data base, then officially go fine free in the Fall 2021. Seconded by Ms. Kocik. Motion carried unanimously.

10. New Business

A: FY 2020 Audit Report

The board received the FY 2020 Audit Report prepared by King & King CPAs LLC. The Segregation of Duties was the only issue to note. Ms. Miller moved to accept the Audited Financial Report December 31, 2020, seconded by Ms. Hibbler. Motion carried unanimously.

B: New Checking Account

Ms. Aldrich explained that the receipt of the Farley Trust funds had placed the library's checking account over the FDIC insured limit. Per the library's auditor, Ms. Aldrich recommended opening a separate checking account at a new bank to hold the Farley Trust money. Ms. Hibbler moved to setup a new checking account with PNC Bank in Imlay City, solely for the Farley Trust money and to move \$225,529.24 into that account. Seconded by Ms. Miller. Motion carried unanimously.

C: Custodial Services

Due to the impending loss of the library's on-staff custodian, the board received an overview to hire the professional cleaning service company, Country Clean. They have performed work at the library in the past so no training or hiring paperwork would be needed. Ms. Kocik moved to hire the service company for three days a week, to include both branches of the library, for \$7,100.00 beginning July 1, 2021 through December 31, 2021. Seconded by Ms. Miller. Motion carried unanimously.

11. Communications

Communications included a newspaper article welcoming the new youth services coordinator and Summer 2021 newsletter.

12. Adjournment

Ms. Hibbler moved to adjourn, seconded by Ms. Miller. Motion carried unanimously. The meeting adjourned at 7:32 pm.

Carol Kocik (signed electronically)

Carol Kocik, Trustee

7-1-21