

Ruth Hughes Memorial District Library
Regular Meeting of March 7, 2019
Imlay City, MI – 6:30 PM

Minutes

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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, Cynthia Stroebel. Absent: Deb Miller. Also Present: Library Director Tracy Aldrich.
3. **Additions/Deletions/Approval of Agenda**
Ms. Bissett moved to approve the agenda as presented, seconded by Ms. Stroebel. Motion carried unanimously.
4. **Additions/Deletions/Approval of Minutes of February 2019 Regular Meeting**
Ms. Hibbler moved to approve the minutes of the February 2019 regular meeting as presented, seconded by Ms. McCoy. Motion carried unanimously.
5. **Approval of Bills/Financial Status**
Ms. Stroebel moved to approve the bills in the amount of \$16,293.08 and payroll in the amount of \$21,665.87, seconded by Ms. Kocik. Motion carried unanimously.
6. **Public Comment**
There was no public comment.
7. **Library Director's Report**
Ms. Aldrich presented the monthly director's report, and noted that the recent Fines Forgiveness Day was one of the most successful ever, waiving \$625.61 in fines for 108 patrons. There was discussion of fines forgiveness days and libraries which have gone completely fine free, which Ms. Aldrich said was a growing trend. Ms. McCoy moved to begin doing quarterly fines forgiveness days instead of only twice per year, seconded by Ms. Hibbler. Motion carried unanimously.
8. **Committee Reports**
There were no committee reports.
9. **Old Business**
There was no old business.
10. **New Business**
 - A: **Library Policy Manual Revision**
Ms. Aldrich reported that she and the supervisory staff were ready to begin proofing the draft library policy manual prepared by attorney Anne Seurnyck, and said she planned to complete the policy manual revision by the end of FY 2019. She said once staff had gone through the manual and done preliminary correcting and updating, she would bring copies for the board to begin reviewing. She requested trustees begin thinking in the meantime about any suggestions they might have for policy changes or additions.
 - B: **2020 Special Projects**
Ms. Aldrich suggested the board begin exploring ideas for projects to be prioritized as she begins working on the 2020 budget. She mentioned several possibilities including

parking lot and sidewalk repair, carpeting replacement, restroom updating, public address system installation, and youth furniture. Ms. Hibbler suggested a ceiling mounted projector and screen in the lower level. Ms. Aldrich asked trustees to bring any further ideas to the next board meeting, when they could be prioritized and then she could begin the process of getting estimates to aid with budget projections.

11. Communications

Communications included newspaper articles about Youth Services Coordinator Mandy Summers' recent awards and a library program, and the spring newsletter.

12. Adjournment

Ms. Kocik moved to adjourn, seconded by Ms. Stroebel. Motion carried unanimously. The meeting adjourned at 7:02 pm.



Tracy Aldrich, Library Director

3-8-19

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