

Ruth Hughes Memorial District Library

Regular Meeting of May 5, 2022

Imlay City, MI – 6:30 PM

Minutes

1. Call to Order

The meeting was called to order at 6:34 pm.

2. Roll Call

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

3. Additions/Deletions/Approval of Agenda

Ms. Hibbler moved to approve the agenda as amended, seconded by Ms. Bissett. Motion carried unanimously.

4. Additions/Deletions/Approval of Minutes of April 7, 2022 Regular Meeting

Apr minutes were not submitted and will be pending approval until next month's meeting.

5. Approval of Bills/Financial Status

The board reviewed the bills and financial reports. Ms. Stroebel moved to approve the bills in the amount of \$12,455.90, debit card purchases in the amount of \$973.16, and payroll in the amount of \$21,670.77, seconded by Ms. Kocik. Motion carried unanimously.

6. Public Comment

There was no public comment.

7. Library Director's Report

The board received the monthly director's report.

8. Committee Reports

There were no committee reports.

9. Old Business

A: Novel Coronavirus COVID-10 and the Library

No updates. Continuing to watch the numbers.

B: Chart of Accounts Changes

The board was presented with a corrected Chart of Account changes.

C: Attica Cleaning Quote

The board was presented with an updated quote for the cleaning of the Attica branch. Ms. Miller made a motion to contract with Country Clean to clean the Attica branch twice a month/every other week at a cost of \$2,040.00 annually, seconded by Ms. Hibbler. Motion carried unanimously.

D: Facilities Manager Position

The board was presented with an overview of the Facilities Manager position. Ms. Stroebel made a motion to post the job position with the pay range between \$18.00 - \$23.00/hr. giving Ms. Aldrich the authorization to determine the pay based on the applicant's qualifications, seconded by Ms. Hibbler. Motion carried unanimously.

10. New Business

A: Attica Shelving

Concern was expressed regarding the shelving units at Attica, which are moving when pushed. Ms. Hibbler made a motion to approve Mr. See to fix the units and to allow Ms. Aldrich the authorization of the payment, seconded by Ms. Miller. Motion carried unanimously.

B: Circulation Computers

The board reviewed a quote to replace the three circulation computers which are getting glitchy and slow due to their age (7 years for the Imlay computers and 5 years for Attica). Ms. Miller made a motion to accept the quote from CC's Computer Services to replace the three computers at a cost of \$2,210.97, seconded by Ms. Stroebel. Motion carried unanimously.

11. Communications

Communications included: a newspaper article which printed a thank you from Lorry Traver, our Youth Services Coordinator, to Security Credit Union for their participation in our recent program for children, Smart Money Kids Read; a letter from State Senator, Kevin Daley, thanking our library for its valuable role in transforming lives and strengthening our communities; and the library's summer newsletter.

Adjournment

Ms. Stroebel moved to adjourn, seconded by Ms. Kocik. Motion carried unanimously. The meeting adjourned at 7:00 pm.

Carol Kocik (signed electronically)

Carol Kocik, Trustee

5-9-21