

**Ruth Hughes Memorial District Library**  
Regular Meeting of October 1, 2020  
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 6:31 pm.
- 2. Roll Call**  
Present by teleconference: Conni Brett, Karen Hibbler, Carol Kocik, Angie McCoy, Deb Miller, Cynthia Stroebel. Absent: Mary Lou Bissett. Also present by teleconference: Library Director Tracy Aldrich.
- 3. Additions/Deletions/Approval of Agenda**  
Ms. Stroebel moved to approve the agenda as presented, seconded by Ms. Hibbler. Motion carried unanimously.
- 4. Additions/Deletions/Approval of Minutes of September 3, 2020 Budget Hearing**  
Ms. Kocik moved to approve the minutes of the September 3 budget hearing as presented, seconded by Ms. Miller. Motion carried unanimously.
- 5. Additions/Deletions/Approval of Minutes of September 3, 2020 Regular Meeting**  
Ms. McCoy moved to approve the minutes of the September 3 regular meeting as presented, seconded by Ms. Stroebel. Motion carried unanimously.
- 6. Approval of Bills/Financial Status**  
The board reviewed and discussed the monthly bills and financial reports. Ms. Stroebel moved to approve the payment of the bills in the amount of \$14,661.01, debit card purchases in the amount of \$161.75, and payroll in the amount of \$21,254.42, seconded by Ms. McCoy. Motion carried unanimously.
- 7. Public Comment**  
There was no public comment.
- 8. Library Director's Report**  
The board received and reviewed the monthly director's report. Ms. Aldrich added mention of the fall newsletter, which she had recently edited. Ms. Aldrich and the board discussed her medical accommodations due to the pandemic and the varying schedules of at-home and at-library work she was trying, in coordination with the management team of the library department heads.
- 9. Committee Reports**  
There were no committee reports.

**10. Old Business**

**A: Novel Coronavirus COVID-19 and the Library**

Ms. Aldrich gave the board updates on how staff were coping with working at the library under the pandemic conditions, and described ways she was trying to help them deal with the difficulties of wearing masks for such long periods, as well as the general added stress. She explained where the library was in terms of the reopening plans, and said that they were going to try adding appointment based public access at the Attica branch, after consultation with staff working that location. She and the board discussed some of the potential difficulties that could arise in regard to quarantine situations, particularly if the in-house custodian should fall ill.

**11. New Business**

**A: Pandemic Leave Policy**

The board discussed a proposed Pandemic Leave Policy Ms. Aldrich had prepared to help her and the staff be better prepared for how to handle leave and pay during pandemic related quarantines. Ms. Brett asked the board be given more time to study the proposal; Ms. McCoy suggested it be revisited and decided at the November meeting. There was general agreement.

**B: Part Time PTO Policies**

The board discussed proposed policies for personal and sick days as well as vacation leave for the part-time staff, along with the payroll calculations, all prepared by Ms. Aldrich and reviewed and approved by the library's payroll accountant. Ms. Stroebel moved to approve extending paid leave benefits to part time staff according to the amended policies and calculations presented, seconded by Ms. McCoy. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried.

6 yeas	Kocik, Hibbler, McCoy, Stroebel, Miller, Brett
0 nays	
1 absent	Bissett

**12. Communications**

Communications included newspaper articles and the fall newsletter. Ms. Aldrich mentioned a verbal communication from the Library of Michigan that State Aid for 2021 was approved with a one-million-dollar increase over 2020.

**13. Adjournment**

Ms. Stroebel moved to adjourn, seconded by Ms. Miller. Motion carried unanimously. The meeting adjourned at 7:36 pm.

*Tracy Aldrich* (signed electronically)

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Tracy Aldrich, Library Director

11-5-20