

Ruth Hughes Memorial District Library
Regular Meeting of December 3, 2009 -
Imlay City, MI
(Proposed Board Minutes)

Attendance:

Donald Davenport (president/ presiding) ***Present***
Nancy Marshall (vice-president) ***Present***
Laurie Dodge (secretary) ***Present***
Karen Hibbler (treasurer) ***Absent***
Mary Lou Bissett (trustee) ***Present***
Shirley Edwards (trustee) ***Present***
W. Todd Hancock (trustee) ***Present***

Staff: B. Kristen Valyi-Hax, Library Director ***Present***

Guests:

- 12R01.01 Call to Order ***The meeting was called to order at 6:33 p.m.***
- 12R01.02 Additions/Deletions/Approval of Agenda ***Ms. Bissett made a motion to approve the agenda, seconded by Ms. Dodge. Motion carried.***
- 12R01.03 Additions/Deletions/Approval of minutes of November 2009 meeting ***Ms. Edwards made a motion to approve the minutes of the November 2009 meeting, seconded by Ms. Dodge. Motion carried.***
- 12R01.04 Approval of Bills/Financial Status ***Ms. Marshall made a motion to approve the bills and financial status, seconded by Ms. Bissett. Motion carried.***
- 12R01.05 Time for Public Comments ***There were no public comments.***

Unfinished Business: Overview/Updates:

- 12R01.06 Emergency Closing Policy ***At the previous meeting, the Board discussed the possibility of having an Emergency Illness Policy. The Board eventually agreed that a better plan would be to have an Emergency Closing Plan, with provisions that would deal with sickness (such as the H1N1 Virus), as well as other concerns. The Director brought such a policy to the December meeting for the Board to review. The policy gives the Director authority to close the library in emergency situations, with the understanding that the Director will take reliable sources of information into account when doing so. Two small errors were corrected. Ms. Marshall made a motion to approve the Emergency Closing Policy as corrected, seconded by Mr. Hancock. Motion carried.***

Staff Reports: Director's Report ***Ms. Valyi-Hax reported that the Friends of the Library held their annual Silent Auction, and preliminary estimates are that the Friends brought in \$500. The Friends of the Library will be having a used book sale the week of December 7-12, 2009. During that time, the Director will have the library's handyman, Bob Cuny, install shelves in***

the basement storage area. The library set up a Thanksgiving tree, which led to a very nice article in the Tri-City Times. Ms. Valyi-Hax noted that there is a class sponsored by the Mid-Eastern Michigan Library Consortium coming in January about how to run a millage. Ms. Valyi-Hax plans to sign up for it, and invited Board Members to do so as well. Finally, the library is partnering with a local Girl Scout troop to do a Hat and Mitten Tree. Donations will go to LACADA.

Committee Reports:

- 12R01.07 Personnel Committee - Director's Review *The Personnel Committee met to review the Director's performance. The Director received a favorable performance review. In the coming year, the Board set forth the following goals for the Director: to continue to develop the Attica branch into a Popular Materials branch; to continue to develop community relationships; to increase classes to the community, especially adults; to post a newsletter online; and to work with the Board on developing an updated Five Year Plan.*
- 12R01.08 Policy Committee *There was no report from this committee.*
- 12R01.09 Budget Committee *There was no report from this committee.*

New Business:

- 12R01.10 2010 Board Meeting Schedule *Ms. Valyi-Hax presented the Board with their 2010 Board Meeting Schedule. All meetings will continue to be held on the first Thursday of every month. Ms. Dodge made a motion to accept the 2010 Board Meeting Schedule, seconded by Ms. Edwards. Motion carried.*
- 12R01.11 2010 Holiday Closing Schedule *Ms. Valyi-Hax presented the Board with the 2010 Holiday Closing Schedule. Ms. Valyi-Hax noted a couple of small changes due to the fact that certain dates when the library closes fall on Sunday, when the library is never open. Ms. Marshall made a motion to approve the 2010 Holiday Closing Schedule, seconded by Ms. Bissett. Motion carried.*
- 12R01.12 Board Members – Expiring Terms *Ms. Valyi-Hax noted that the service terms of two Board Members, Ms. Bissett and Ms. Edwards, are set to expire on December 31, 2009. The Board directed Ms. Valyi-Hax to write letters to the government bodies, stating that they recommend that Ms. Bissett and Ms. Edwards remain on the Board for another term.*
- 12R01.13 Staff Salaries – 2010 *Several staff members will be beyond Step 6 of the pay schedule for 2010. The Board discussed what to do. In 2008, the Board amended the pay schedule so that those staff members who are above Step 6 could receive up to a 2% pay increase, based on Board discretion. The Board noted that in 2010, the Personnel Committee would need to meet to come up with a more permanent decision. Ms. Marshall made a motion that all full-time staff members should receive a 2% pay increase above Step 6 for 2010, seconded by Ms. Edwards. Motion carried.*

Communications: *There were no additional communications.*

Adjournment:

12R01.12 Adjournment *Ms. Marshall made a motion to adjourn the meeting, seconded by Ms. Dodge. Motion carried. The meeting adjourned at 7:58 p.m.*