

**Ruth Hughes Memorial District Library**  
Regular Meeting of February 12, 2009  
(Proposed Board Minutes)

**Attendance:**

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

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

**Guests:**

- 2R01.01 Call to Order *The meeting was called to order at 6:39 p.m.*  
2R01.02 Additions/Deletions/Approval of Agenda *Ms. Valyi-Hax requested that item 2.R01.12.5 American Library Association Conference be added to the agenda. Ms. Bissett made a motion to approve the agenda as amended, seconded by Ms. Edwards. Motion carried.*  
2R01.03 Additions/Deletions/Approval of minutes of January 2009 meeting *Ms. Dodge made a motion to approve the minutes of the January 2009 meeting, seconded by Ms. Hibbler. Motion carried.*  
2R01.04 Approval of Bills/Financial Status *Ms. Hibbler made a motion to approve the bills/financial status, seconded by Ms. Bissett. Motion carried.*  
2R01.05 Time for Public Comments *There were no public comments.*

Unfinished Business: Overview/Updates:

- 2R01.06 Staff Reports: *The library had large icicles and ice dams on the roof. A company came in January to help solve this problem temporarily. The library may have to examine having a more permanent solution installed, such as heating tape on the roof. The Imlay City branch of the library began its expanded hours (M-Th, 10-8 and F-Sat, 10-5) on February 2. The staff have already received positive comments. The library hired Diane Martindale and Kathy Arnold for two permanent part-time positions. Ms. Valyi-Hax was pleased with the people who applied, and those who were interviewed but not hired have indicated that they are willing to become or continue to be substitute library assistants. Ms. Valyi-Hax passed around the revised pamphlet that Rebecca Homer is designing. The Board was much happier with the revisions. The Board agreed that the pamphlet should not be printed until the Board decides whether or not to expand Attica Township Branch's hours.*

Committee Reports:

- 2R01.7 Personnel Committee *There were no reports from this committee.*  
2R01.8 Policy Committee *There were no reports from this committee.*  
2R01.9 Budget Committee *There were no reports from this committee.*

New Business:

- 2R01.10 Director's Salary for 2009 *Ms. Valyi-Hax noted that because she has reached the highest step on her position's salary range, it is up to the Board to decide what her salary will be for 2009. The Board noted that Ms. Valyi-Hax did not have an end-of-year review, and that this needs to be done before a salary recommendation can be made. The Personnel Committee will meet to discuss this. Ms. Edwards made a motion to table the discussion of the director's salary until the next meeting, seconded by Ms. Hibbler. Motion carried.*
- 2R01.11 Amended Salary Budget *Ms. Valyi-Hax submitted a revised salary budget to reflect personnel changes. The library has expanded its hours and needed to hire staff to take care of that. Ms. Dodge made a motion to approve amending the budget to accommodate for expanded hours and new employees, seconded by Ms. Edwards. Motion carried.*
- 2R01.12 Rural Libraries Conference *Ms. Valyi-Hax would like to send Wendy Gottschalk and Diane Willick to the Rural Libraries Conference in April. The total cost for both to attend would be approximately \$940, and there are funds in their training budget to allow for this. Ms. Dodge made a motion to approve sending Wendy Gottschalk and Diane Willick to the Rural Libraries Conference, seconded by Ms. Bissett. Motion carried.*
- 2.R01.12.5 American Library Association Annual Conference *Ms. Valyi-Hax would like to attend the ALA Annual Conference in Chicago in July. This is an excellent conference which will offer the director opportunities to learn new skills and gather information relevant to libraries. The total cost of the conference will be approximately \$1280, and there are funds in her training budget to allow for her to attend. Ms. Hibbler made a motion to approve allowing Ms. Valyi-Hax to attend the ALA Annual Conference in Chicago, seconded by Ms. Bissett. Motion carried.*

Communications: E-mail printout from Sterling Cliff

Adjournment:

- 2R01.13 Adjournment *Ms. Hibbler made a motion to adjourn, seconded by Ms. Dodge. Motion carried. The meeting was adjourned at 7:23 p.m.*