

Ruth Hughes Memorial District Library
Regular Meeting of February 4, 2010 -
Imlay City, MI
(Proposed Board Minutes)

Attendance:

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

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

Guests:

- 2R01.01 Call to Order *The meeting was called to order at 6:32 p.m.*
2R01.02 Additions/Deletions/Approval of Agenda *Ms. Valyi-Hax had another item to add to the agenda, 2R01.13.5 Burnham & Flower insurance. Ms. Bissett made a motion to approve the agenda as amended, seconded by Ms. Hibbler. Motion carried.*
2R01.03 Additions/Deletions/Approval of minutes of January 2010 meeting *Ms. Marshall made a motion to approve the minutes of the January 2010 meeting, seconded by Mr. Hancock. Motion carried.*
2R01.04 Approval of Bills/Financial Status *Ms. Hibbler made a motion to approve the bills and 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 Strategic Planning *The Board began the process of strategic planning. The Board looked at a five-year plan from 2004 in order to see which items had already been accomplished and which items need to be completed or removed from the list. Completed items included accomplishments such as a new computer library system, internet filters, and expansion of library hours. Items that need work include community outreach, staff continuing education, and technological advancements. The director included some items that she would like to see added to the list such as wireless internet access at the Imlay City branch, a new server, more reliable internet access at the Attica branch, a better-designed newsletter, and a millage renewal. After reviewing the list, the Board instructed the director to revise and update the list for future evaluation.*
2R01.07 Library Code of Conduct *Ms. Marshall made a motion to table this until the March 2010 meeting, seconded by Ms. Hibbler. Motion carried.*

Staff Reports: Director's Report *Ms. Valyi-Hax attended a millage renewal workshop in January. Even though the library's millage funding is good for another three years, it was helpful to gain knowledge and hear from experts so that the library can begin preparing early. The director received a letter from Burnham & Flower asking if the library would like to increase its deductible from \$1000 to \$2500 to reduce the premium. The Board decided to leave the deductible as it is. The Imlay City branch will be working with the Census Bureau to promote the upcoming census. The director reported that she attended a recent Mideastern Michigan Library Cooperative meeting, and the finances are a cause for concern. If state aid to libraries is written out of the budget as some are warning, the cooperative is looking to run through its fund balance by 2012 and will likely go out of business. This will impact the Ruth Hughes Library because the cooperative provides such services as MeL delivery payments, summer reading program aid, and continuing education opportunities. Denise Hooks, the director, has been trimming costs and is looking at other ways to save money.*

Committee Reports:

- 2R01.08 Personnel Committee *There was no report from this committee.*
- 2R01.08 Policy Committee *There was no report from this committee.*
- 2R01.10 Budget Committee *There was no report from this committee.*

New Business:

- 2R01.11 New Custodian Service *In December 2009, Ms. Nancy Brinker, the library's custodian, resigned. The library director announced that she would like to pursue having a cleaning company come in rather than having a staff member as a custodian. The library would not have to worry about sick times or vacation times since the company could send other representatives. Also, a cleaning company would be licensed and bonded. Ms. Valyi-Hax prepared a request for proposals and received three bids from local companies. The companies were Country Clean, Service Master, and Carpet Tek Cleaning. The fees for having the Imlay City branch cleaned three days per week were \$52.90 (Service Master), \$150 (Carpet Tek) and \$75 (Country Clean). Country Clean was the only company listed who had a great deal of experience with cleaning libraries. Ms. Marshall made a motion to hire Country Clean based on references and library experience and as long as the Ruth Hughes Library can leave the contract after 90 days if we are not satisfied with their service, seconded by Mr. Hancock. Motion carried.*
- 2R01.12 New Refrigerators *In December 2009, both refrigerators in the Imlay City branch (a small one in the workroom and a full-sized one in the basement) quit working on the same day. The library director called in a repairman to fix the large refrigerator since it was only a few years old, but she was told the cost to repair it would be almost as much as purchasing a new one. The library director is confident that she can get*

refrigerators for a reasonable price (around \$500), but requested an additional amount, just in case of unforeseen expenses such as delivery, removal fees, etc. Ms. Marshall made a motion to approve the purchase of two new refrigerators – small and large – for under the cost of \$1000, seconded by Mr. Hancock. Motion carried.

2R01.13 *Fines to Haiti Ms. Valyi-Hax was told by her staff that in 2005, all overdue fines collected on a specific day were sent to help in the Hurricane Katrina relief effort. Staff expressed interest in helping with the Haitian Relief effort. Ms. Hibbler made a motion that all overdue fines collected on Friday, February 12, and Saturday, February 13 would be donated to the American Red Cross to help with the Haitian Relief effort, seconded by Ms. Bissett. Motion carried.*

2R01.13.5 *Burnham & Flower Insurance Ms. Valyi-Hax received the renewal for the property insurance. Because the bill for the renewal was included with the month's bill, that acted as Board approval for the insurance renewal.*

Communications: Card from Linda Prendergast
Audit Proposal from Campbell, Kusterer & Co., P.C.

Adjournment:

2R01.14 *Adjournment Ms. Bissett made a motion to adjourn, seconded by Ms. Hibbler. Motion carried. The meeting adjourned at 8:25 p.m.*