

Ruth Hughes Memorial District Library
Regular Meeting of January 8, 2009
(Proposed Board Minutes)

Attendance:

Donald Davenport (president/ presiding) ***Present***
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) ***Absent***

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

Guests:

- 1R01.01 Call to Order ***The meeting was called to order at 6:40 p.m.***
1R01.02 Additions/Deletions/Approval of Agenda ***Ms. Valyi-Hax noted that she wanted to discuss a library pamphlet. Ms. Marshall made a motion to approve the agenda as amended, seconded by Ms. Bissett. Motion carried.***
1R01.03 Additions/Deletions/Approval of minutes of December 2008 meeting ***Ms. Bissett made a motion to approve the minutes from the December 2008 meeting, seconded by Ms. Marshall. Motion carried.***
1R01.04 Approval of Bills/Financial Status ***Ms. Hibbler made a motion to approve the bills/financial status, seconded by Ms. Marshall. Motion carried.***
1R01.05 Time for Public Comments ***There were no public comments.***

Unfinished Business: Overview/Updates:

- 1R01.06 Potential Purchase of Adjacent Property ***The Library Board began an earnest discussion on whether or not to purchase the adjacent property to expand the parking lot. Ms. Valyi-Hax assembled some non-binding, preliminary bids for razing and removing the house, and for paving the property. Estimates varied, so the range of the cost of the total project could be anywhere from \$119,000 to \$139,000. This included estimates for the property, razing, paving, lighting, legal fees, and miscellaneous charges. The Board affirmed that a preliminary survey concluded that the property would yield 13 spaces, which would increase the library's parking by 50% at the Imlay City branch. Even though parking is a concern, especially in the winter, the Library Board decided not to pursue the property at this time, especially since the Board just paid off the library's mortgage.***
1R01.07 Staff Reports: ***Theresa Pickering addressed the Board. She thanked the Board for the gift which the Board members contributed to. She also expressed gratitude that the Board held on to her job during her illness. Ms. Pickering also stated that Ms. Valyi-Hax is doing a good job as a***

library director. Ms. Pickering noted that patrons are complimentary towards the materials that have been purchased, and the staff are getting good feedback towards the changes the Ms. Valyi-Has has implemented. The Board thanked Ms. Pickering for her comments.

Ms. Valyi-Hax reported that the Harp Program with Oneita Sanders went very well. The Tri-City Times and the County Press each featured an article on how the library paid off its mortgage early. The printing troubles with Envisionware seem to have been ironed out, and it is going much more smoothly now. Finally, Ms. Valyi-Hax stated that she was given a handout by the Imlay City Police Department asking for emergency contact information. Don Davenport agreed to be the first contact since he lives locally, and Ms. Valyi-Hax will be the second contact. Ms. Valyi-Hax will ask a staff member to be the third contact.

Ms. Valyi-Hax passed around some examples of a library pamphlet. The library needs to have a pamphlet listing library services in order to achieve its Essential QSAC rating. Ms. Valyi-Hax has been working with Rebecca Homer, a local graphic designer, and Ms. Homer produced some initial pamphlets. The Board made comments, which Ms. Valyi-Hax will pass along.

Committee Reports:

- 1R01.8 Personnel Committee *There were no reports from this committee.*
- 1R01.9 Policy Committee *There were no reports from this committee.*
- 1R01.10 Budget Committee *There were no reports from this committee.*

New Business:

- 1R01.11 Spending Limit for Director *At the last meeting, Ms. Edwards asked if the Board could discuss raising the minimum spending limit for the library director. Ms. Marshall noted at the current meeting that the current limit, \$250, is not very much money if something goes wrong. Ms. Valyi-Hax stated that there had been some times when it was difficult to purchase a product that was needed right away because of the \$250 limit. Ms. Dodge made a motion to increase the library director's spending limit without Board approval from \$250 to \$500, seconded by Ms. Marshall. Motion carried.*
- 1R01.12 New Library Cards *Ms. Valyi-Hax stated that she would like to get new library cards. She would like to get the plastic cards that have a large card as well as a small card that can be put on a keychain, similar to the type that is given out by grocery stores. Ms. Valyi-Hax assembled three bids for 1000 cards: Watson Label (\$900), Vanguard ID Systems (\$600), and Rainbow Printing (\$458). Ms. Valyi-Hax stated that Almont Library recently ordered cards from Rainbow Printing and was happy with the work. Ms. Marshall made a motion to purchase 1000 new*

library cards from Rainbow Printing, seconded by Ms. Bissett. Motion carried.

1R01.13 Safe Deposit Box *Ms. Valyi-Hax stated that the library has a safe deposit box at Tri-County Bank, but she's never seen the contents since Bryan Cloutier is still listed as one of the people who should have access. The other two people are Don Davenport and Karen Hibbler. Mr. Davenport made a motion that Bryan Cloutier should be removed as an eligible person to access the safe deposit box, and Kristen Valyi-Hax should be added, seconded by Ms. Hibbler. Motion carried.*

1R01.14 Building Numbers *Ms. Valyi-Hax stated that she recently learned that there is an Imlay City ordinance that buildings must have the street number posted on the building. She is going to investigate purchasing numbers to bring the library into compliance.*

1R01.15 Computer Use Only Card *Ms. Valyi-Hax stated that with the new computer system, anyone who wants to use the public computer needs to have a library card. It is true that the system can generate a guest user pass for people who do not live in our service area, but for those patrons who come in regularly from other municipalities, we should provide them with an option. Ms. Valyi-Hax would like to create a Computer Use Only card. This card would be for people outside of the regular service area and would cost \$5 per year. (Patrons who live within the service area can use their regular library card.) Ms. Hibbler made a motion to create a Computer Use Only card for \$5 per year for people who live outside of the RHMDL's regular service area, seconded by Ms. Bissett. Motion carried.*

Communications: *Ms. Valyi-Hax noted that the Library received two letters congratulating the Board on paying off the mortgage early.*

Adjournment:

1R01.16 Adjournment *Ms. Marshall made a motion to adjourn, seconded by Ms. Dodge. Motion carried. The meeting adjourned at 8:07 p.m.*