

Ruth Hughes Memorial District Library
Regular Meeting of January 6, 2011 -
Imlay City, MI
(Proposed Board Minutes)

Attendance:

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

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

Guests: Barbara Sak, Goodland Township; Norm Tanis, Goodland Township

- 1R01.01 Call to Order *The meeting was called to order at 6:32 p.m.*
- 1R01.02 Additions/Deletions/Approval of Agenda *Ms. Marshall made a motion to approve the agenda, seconded by Ms. Dougherty. Motion carried.*
- 1R01.03 Additions/Deletions/Approval of minutes of December 2010 meeting *Ms. Dodge made a motion to approve the minutes of the December 2010 meeting, seconded by Ms. Dougherty. Motion carried.*
- 1R01.04 Approval of Bills/Financial Status *Ms. Hibbler made a motion to approve the bills and financial status, seconded by Ms. Marshall Motion carried.*
- 1R01.05 Time for Public Comments *Barbara Sak and Norm Tanis from Goodland Township attended the meeting to discuss the possibility of Goodland Township joining the Ruth Hughes Memorial District Library. They were interested in knowing what the Library Board was thinking. At the previous meeting, an informal straw poll had the Board divided on the issue. Mr. Tanis stated that Goodland Township felt that they had done everything they could to rectify the situation. Ms. Sak noted that while Lapeer District Library stated that a staff member had gotten sick, no doctor's note was ever produced. Furthermore, there is no standard for the state of Michigan for mold. Tanis stated that they had asked for a report to be done on another library to compare, but none was. Mr. Tanis asked if Goodland Township contacted OSHA and had the building declared safe to work in, would that reassure the RHMDL Board? The Board stated that it would be a step in the right direction, but other questions still apply. Ms. Dougherty asked if Goodland Township had contacted North Branch or any other library, and Mr. Tanis replied that they had not. The Library Board noted that capital costs for setup and running the Goodland Branch were still a concern. Mr. Tanis and Ms. Sak noted that it is possible that a bequest that was made for the Goodland Township Library could be used for those costs. Another concern is the ballot language. Item #2 reads*

“Shall Goodland Township withdraw from the Lapeer District Library effective August 22, 2011 and join the Ruth Hughes Memorial District Library in Imlay City?” Given that many steps still need to happen, such as approval of the RHMDL Board, approval by RHMDL’s members (Attica Township, Imlay City, Imlay Township), and approval of the different millage rate, this language seemed questionable. Mr. Hancock suggested adding the phrase “petition to join the Ruth Hughes Memorial District Library.” A further question arises about millage funds. There is the very real possibility that even if the voters approve to leave Lapeer District Library and join RHMDL, they will still have to send millage funds to Lapeer District Library since that was what the voters approved in 2007. Will the voters be willing to pay for the millage (.9 mill) to Lapeer District Library and the millage (1.0 mill) to Ruth Hughes Library? The Library Board held another informal straw poll to gage the Board’s interest. The vote ended with four Board members in favor of having Goodland Township join, one member opposed, and one member undecided. Ms. Sak and Mr. Tanis thanked the Board and departed.

Unfinished Business: Overview/Updates:
1R01.06 None

Staff Reports: Director’s Report ***Donald Davenport donated funds for the library to purchase two Kindles from Amazon. The library will purchase and download the books to be loaded on them. Ms. Valyi-Hax applied for two grants: one from the Four County Community Foundation for two Automated External Defibrillators, and one from the Public Library Association and Baker & Taylor for improving the audiovisual collection at the Attica branch. After receiving a phone call from Anne Seurnyck, Ms. Valyi-Hax contacted Ron Cischke to be sure he understood that the RHMDL Board was divided on the issue of having Goodland Township join the Ruth Hughes Memorial District Library. He did, and said that he would send a copy of the ballot language to the director. Ms. Valyi-Hax will be out of the office from January 28 – February 5, 2011. The Board meeting will be held on February 10, as already approved by the Board. Ms. Valyi-Hax passed out a sample of the Ruth Hughes News, the library’s revised newsletter. Mr. Hancock suggested putting a date at the top of the newsletter. Ms. Valyi-Hax stated that she was pleased with the work that JD’s Carpet had done when cleaning the Imlay City branch’s carpets on December 28.***

Committee Reports:

1R01.07 Personnel Committee ***There were no reports from this committee.***
1R01.08 Policy Committee ***There were no reports from this committee.***
1R01.09 Budget Committee ***There were no reports from this committee.***

New Business:

1R01.10 Strategic Planning Project: January – March *The Board will begin reviewing the Strategic Plan every three months (January, April, July, and September) to ensure that the objectives and goals are being met. Ms. Valyi-Hax recommended working on the following objectives for January-March 2011:*

**Finances – Seek grant opportunities*

**Public Relations – Produce a quarterly newsletter for distribution throughout the year.*

**Physical Space – Set up a regular carpet cleaning plan.*

**Patron Services – Establish the Attica branch as a popular materials branch.*

**Technology – Install a wireless network at the Imlay City branch.*

Ms. Valyi-Hax noted that she had begun working on some of these already. She wrote two grants in December and is waiting to hear the results. She worked with the library staff and Page One Printing to produce a professionally-designed newsletter, which is scheduled to be distributed on January 12. The Board approved having the carpets cleaned in December, and all that remains is to create a regular cleaning plan. The Board also agreed that every three months, Ms. Valyi-Hax should make a presentation to the Board discussing the progress on various objectives of the Strategic Plan. The first report will be at the April meeting.

1R01.11 MLA Dues Restructuring *The Michigan Library Association is going to restructure its member dues schedule. Currently, there are more than 30 different dues categories, which is very difficult for MLA to administer. Furthermore, given the current economy, MLA is on track to have expenditure exceed revenue in 2011. This is not a desirable outcome since we need MLA to be able to sustain itself long-term, especially since they are the primary source of legislative advocacy for libraries in Michigan.*

After appointing a Dues Task Force, they came up with a model that shifts focus from members to organizations. They are working towards a goal of having the majority of Michigan libraries be organizational members. (RHMDL is currently an organizational member, and the director has an individual membership.) Dues would be based on the library's annual budget. The library director's membership would be included as part of the organizational membership.

How would RHMDL be affected? The Director included a sheet passed out at the MLA Annual Conference that lists the dues based on budget expenses. Based on the library's budget, RHMDL would be at level 7,

which means dues would be \$555.95. Currently, RHMDL pays \$340 for its institutional membership, and \$134 for the director's membership, for a total of \$474. The new dues would be an increase of only \$81.95, which Ms. Valyi-Hax thinks is reasonable given the work that MLA does in the areas of advocacy, professional development, and dissemination of information, and also considering that RHMDL gets its health insurance through a group rate through its membership in MLA.

Communications: Letters to Imlay City and Imlay Township re: Board Member terms

Adjournment:

1R01.12 *Adjournment Ms. Marshall made a motion to adjourn, seconded by Ms. Dodge. Motion carried. The meeting adjourned at 7:58 p.m.*