

**Ruth Hughes Memorial District Library**  
Regular Meeting of July 2, 2009 -  
Imlay City, MI  
(Proposed Board Minutes)

**Attendance:**

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

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

**Guests:** Angela Burnette, Yeo & Yeo

- 7R01.01 Call to Order ***The meeting was called to order at 6:40 p.m.***
- 7R01.02 Additions/Deletions/Approval of Agenda ***Ms. Bissett made a motion to approve the agenda, seconded by Ms. Edwards. Motion carried.***
- 7R01.03 Additions/Deletions/Approval of minutes of June 2009 meeting ***Ms. Hibbler made a motion to approve the minutes, seconded by Ms. Edwards. Motion carried.***
- 7R01.04 Approval of Bills/Financial Status ***Ms. Hibbler made a motion to approve the bills and financial status, seconded by Ms. Bissett. Motion carried.***
- 7R01.05 Time for Public Comments ***There were no public comments.***

Unfinished Business: Overview/Updates:

- 7R01.06 Audit Report ***Angela Burnette from Yeo & Yeo attended the meeting to discuss the annual audit. The firm stated that the audit was fairly presented, meaning that the audit had a "clean opinion." This is the highest rating from an audit. Ms. Burnette reported on a misunderstanding that the director had regarding when bills needed to be posted for them to be taken out of the correct fiscal year. This has been corrected for future fiscal years. There were no surprises, and the Board was pleased with the report.***
- 7R01.07 Repairing the Fence ***Ms. Valyi-Hax noted that she is still trying to find information about who owns the property before she proceeds with having the fence repaired. The Board offered some suggestions of people to ask. Ms. Valyi-Hax will investigate the library's safe deposit box in the hopes that some documents will be stored there.***
- Staff Reports: ***Ms. Valyi-Hax reported that Bob Cuny has insurance and left a copy with her. She hired him to repair the gutters and woodwork that had been damaged by the winter weather. Summer Reading Program has started, and kids are very excited. The library has programs for kids, teens, and adults. Roger Mendel will be retiring from the Mideastern***

*Michigan Library Cooperative on September 30. We do not yet know who is replacement will be.*

Committee Reports:

- 7R01.8 Personnel Committee *There was no report from this committee.*  
7R01.9 Policy Committee *There was no report from this committee.*  
7R01.10 Budget Committee *There was no report from this committee.*

New Business:

- 7R01.11 Review of Library Facilities *Ms. Valyi-Hax instructed the library staff to go through both branches of the library, inside and out, looking at it as though for the first time. She and the staff noted items that looked worn out and in need of repair. Ms. Valyi-Hax compiled these into a list for the Board to review. The Board then took some time to walk through the library themselves and note items in need of replacement or repair. Ms. Valyi-Hax will assemble these comments into a list as well. These lists will be used for future planning and strategic library improvements.*
- 7R01.12 Change Circulation Period of Regular Books *Ms. Valyi-Hax noted that while the RHMDL circulates regular books for 14 days, most other libraries in the cooperative and the state circulate them for 21 days. Ms. Valyi-Hax would like to change RHMDL's circulation of regular (not new) books to 21 days. It would benefit patrons by letting them have books for a longer period of time, thus possibly diminishing late fees. The Board instructed Ms. Valyi-Hax to announce this in advance to give people the time to get used to the new circulation period. Ms. Bissett made a motion to change the circulation of regular books from 14 days to 21 days, seconded by Ms. Edwards. Motion carried.*

Communications: *There were no communications.*

Adjournment:

- 7R01.13 Adjournment *Ms. Bissett made a motion to adjourn, seconded by Ms. Hibbler. Motion carried. The meeting adjourned at 8:15 p.m.*