

Ruth Hughes Memorial District Library
Regular Meeting of July 1, 2010 -
Imlay City, MI
(Proposed Board Minutes)

Attendance:

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

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

Guests:

- 7R01.01 Call to Order ***The meeting was called to order at 6:31 p.m.***
7R01.02 Additions/Deletions/Approval of Agenda ***Ms. Bissett made a motion to approve the agenda, seconded by Ms. Dougherty. Motion carried.***
7R01.03 Additions/Deletions/Approval of minutes of June 2010 meeting ***Ms. Dodge made a motion to approve the minutes of the June 2010 meeting, seconded by Ms. Bissett. Motion carried.***
7R01.04 Approval of Bills/Financial Status ***Ms. Bissett made a motion to approve the bills and financial status, seconded by Ms. Dougherty. Motion carried.***
7R01.05 Time for Public Comments ***There were no public comments.***

Unfinished Business: Overview/Updates:

- 7R01.06 Strategic Planning – Public Relations ***The Board and the Director continued the process of Strategic Planning with the goal area of Public Relations. The Director presented four objectives: The library staff will engage in ongoing efforts to promote the library and its programs and services; The library will maintain its presence through a variety of media; The library will produce informational materials for the public; and The library will solicit feedback from its users, the community, and its municipalities. Each of these objectives has two to four action items. The Board edited some of the action items for clarity. In August, the Board will review the goal of Physical Space.***
- 7R01.07 Purchase Policy – Books and materials over \$500 ***During the audit, a discrepancy about the purchase policy arose. Although the policy states that the Director can only approve the purchase of items costing up to \$500 without Board permission, she frequently approves the purchases of books and materials over \$500 without prior Board approval. The auditor recommends that the Board edit the policy so that books and materials for the collection are noted as an exception. The Board***

directed Ms. Valyi-Hax to create a purchasing policy that will address this concern. The Director presented a purchasing policy that encompassed three areas: The Library Director will be the primary person in charge of all purchases; Purchases greater than \$500 require Board approval; An exception is made for books and materials for the library shelves – the Director must seek approval for any single item that costs more than \$1500, but the director has no limit for cumulative purchases. The Board recommended some edits for clarity. Ms. Dodge made a motion to approve the purchasing policy as amended, seconded by Ms. Hibbler. Motion carried.

Staff Reports: Director's Report *The Summer Reading Program has kicked off to a great start. The first program had approximately 30 participants, the second program (a joint program with Lapeer District Library) had 45 participants, and the first craft had 23 participants.*

The Director received a visit from Jerry Graczyk of the Michigan Municipal League, the organization that provides the library's Workers Compensation insurance. He noted that the library hasn't had a claim. He looked around, and noted only one item of concern: flakes of material on the heaters. The Director contacted Hank's Heating and Cooling and was assured that the material is just rust from the pipes and dried gas that normally gathers in the pipe. It is not a fire hazard and nothing to be concerned about.

The Director received a visit from Mavis Roy of Goodland Township to enquire what needed to be done for Goodland Township to join the Ruth Hughes Memorial District Library. The Director said she was not sure, but that the Library of Michigan might need to be involved. She discovered a link on the Library of Michigan's web site that discusses District Library law. There are many steps involved, and it may need to go to Goodland voters, especially because the Ruth Hughes Memorial Library currently collects 1 mill, and Lapeer District Library collects .9 of a mill. The Board stated that Goodland should continue to do the research necessary and approach the Board if they are still interested.

Committee Reports:

- 7R01.08 Personnel Committee *There was no report from this committee.*
- 7R01.09 Policy Committee *There was no report from this committee.*
- 7R01.10 Budget Committee *The Budget Committee met on June 28 to create a first draft of the 2011 budget. This budget will be presented to the public at a public hearing in September.*

New Business:

- 7R01.11 2010 Budget Revisions *Ms. Valyi-Hax presented a budget revision that more accurately reflects the amounts the library received and spent so*

far in 2010. Revisions include tax revenue adjustments, fines and fees adjustments, supplies adjustments, and the addition of the cleaning company contracted with earlier in the year. Ms. Hibbler made a motion to accept the budget revision, seconded by Ms. Bissett. Motion carried.

7R01.12 Michigan Library Association Annual Conference *Ms. Valyi-Hax noted that she wanted to attend the MLA Annual Conference that will be held in Traverse City in November 2010. There will also be a Public Policy Summit held the day before the conference begins. The total cost to attend the conference will be approximately \$955, which is in the continuing education budget line item.*

Communications: *There were no communications.*

Adjournment:

7R01.13 Adjournment *Ms. Hibbler made a motion to adjourn, seconded by Ms. Dodge. Motion carried. The meeting adjourned at 7:33 p.m.*