

Ruth Hughes Memorial District Library
Regular Meeting of June 3, 2010 -
Attica Twp., 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:

- 6R01.01 Call to Order ***The meeting was called to order at 6:34 p.m.***
6R01.02 Additions/Deletions/Approval of Agenda ***Ms. Dodge made a motion to approve the agenda, seconded by Ms. Marshall. Motion carried.***
6R01.03 Additions/Deletions/Approval of minutes of May 2010 meeting ***Ms. Marshall made a motion to approve the minutes of the May meeting, seconded by Ms. Dougherty. Motion carried.***
6R01.04 Approval of Bills/Financial Status ***Ms. Hibbler made a motion to approve the bills and financial status, seconded by Ms. Dodge. Motion carried.***
6R01.05 Time for Public Comments ***There were no public comments.***

Unfinished Business: Overview/Updates:

- 6R01.06 Strategic Planning – Policies and Procedures ***The Board and the Director continued the process of strategic planning with the goal area of Policies and Procedures. The Director presented four objectives: The library will maintain a strategic plan to provide a clear vision of the library's goals for the future; The library will have a personnel manual; The library will have a dedicated and involved Board of Trustees; and The library will have a policies and procedures manual. Each of these goals had two or three action items to ensure that the policies and procedures are regularly reviewed and revised as necessary. The board edited some of the action items for clarity and language. In July, the Board will discuss the goal area of Public Relations.***
- 6R01.07 Audiovisual Security & Storage Purchase ***The Board reviewed the options available for security and storage of DVDs and CDs. The Director produced reports showing the total amounts of lost and missing materials: \$860.98 for CDs and \$1431 for DVDs. The Director also polled other librarians in Michigan about the systems they used for security. There was no consensus about one particular brand being the best, although several librarians did use the systems that the Ruth***

Hughes Memorial Library is investigating. Ms. Dodge asked Ms. Valyi-Hax which system she recommended. Ms. Valyi-Hax stated that after reviewing the options with her full-time staff, she recommended the Kwik Case model. It strikes the best balance between security for the library materials and ease of daily use by the circulation staff. She also noted that she knew of another library which had replaced their Kwik Case System and may be willing to sell their materials to the library at a discount. Ms. Dodge made a motion that the library should purchase the Kwik Case System for CD security and storage at the estimated cost of \$3000, seconded by Ms. Hibbler. Motion carried.

Staff Reports: Director's Report *Lapeer County issued its L-4028 form, and the Ruth Hughes Memorial District Library is looking at a 5.64% revenue decline for the next fiscal year. The Director has entered the library in a contest sponsored by a library supply firm, where the prize is a \$10,000 room makeover. The Friends of the Library sponsored a book sale during Garage Sale Mania and raised over \$800 for the library. The Director is working with Yeo & Yeo to get the 2009 audit completed. The Director will be on vacation from May 22-31, 2010, and she will ensure that the staff is well prepared before she leaves. The annual Summer Reading Program will be starting on June 21. This year's theme is "Make a Splash: Read!" As usual, the library will have a variety of programs, crafts, and story times.*

Committee Reports:

- 6R01.08 Personnel Committee *There were no comments from this committee.*
6R01.09 Policy Committee *There were no comments from this committee.*
6R01.10 Budget Committee *The Budget Committee agreed to meet on Monday, June 28, 2010 at 10 a.m. to plan the 2011 budget.*

New Business:

- 6R01.11 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 instructed the Director to prepare an amended policy and bring it to the July Board meeting.*
- 6R01.12 New Printer/Fax/Copier for Attica branch *The printer, copier, and fax machines at Attica branch are all more than ten years old. It is getting harder to find replacement ribbons and ink and materials for them. The Director recommends that a new all-in-one model be purchased for use at the Attica branch. She had researched several models. Suburban Library Cooperative was selling its leased machine, but the Board*

decided that was not desirable since it came with no maintenance plan. CDW-G, a technology supplier which the library has used in the past, offered quotes for four machines: Brother MFC-9120CN (\$428.08), HP CLJ CM2320NF (\$582.54), Xerox Phaser 6180 MFPN (\$658.06), and Lexmark X544N(\$688.40). The Director stated that she researched the price of ink and printer cartridges, and the ink for the Brother machine will cost the least over time. The Director also researched online reviews, and the Brother machine had received good reviews. Based on the price of the machine and the ink, the Director recommends that the library purchase the Brother MFC-9120CN. Ms. Hibbler recommended that the Director purchase the Brother MFC-9120CN, ink cartridges, and look into a maintenance program, seconded by Ms. Dougherty. Motion carried.

Communications: Letter from William Kalmar, Borland Elementary Principal

Adjournment:

6R01.13 *Adjournment Ms. Dougherty made a motion to adjourn, seconded by Ms. Hibbler. Motion carried. Meeting adjourned at 8:16 p.m.*