

Ruth Hughes Memorial District Library
Regular Meeting of June 2, 2011 -
Attica Township, MI
(Proposed Board Minutes)

Attendance:

Donald Davenport (president/ presiding) **Present**
(vice-president)
Laurie Dodge (secretary) **Present**
Karen Hibbler (treasurer) **Absent**
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. Valyi-Hax had two items to add to the agenda: 6R1.12.1 MMLC Board Member and 6R1.12.2 New Outdoor Sign. Ms. Dodge made a motion to approve the agenda as amended, seconded by Ms. Dougherty. Motion carried.***
- 6R01.03 Additions/Deletions/Approval of minutes of May 2011 meeting ***Ms. Dougherty made a motion to approve the minutes of the May 2011 meeting, seconded by Mr. Davenport. Motion carried.***
- 6R01.04 Approval of Bills/Financial Status ***Ms. Dodge made a motion to approve the bills and financial status, seconded by Mr. Hancock. Motion carried.***
- 6R01.05 Time for Public Comments ***There were no public comments.***

Unfinished Business: Overview/Updates:

- 6R01.06 Goodland Township ***The Board discussed having Goodland Township join. The group agreed that they needed to make a definite vote on whether to accept Goodland Township as a member of RHMDL's service area. However, the attendees of this meeting also agreed that more Board members needed to be present to make such an important decision. The group agreed that they will put it to a vote at the July meeting.***
- 6R01.07 Unique Management Inc. ***Ms. Valyi-Hax spoke with another representative from Unique Management, and they are aiming for a start date of June 7, 2011, though it may take a bit longer. Unique Management is an agency that works with libraries to get their materials and funds back from patrons. Only those patrons who owe \$25 or more will be sent to collections. We will be starting a 90-day trial soon, and if we are happy with their services, we can continue. If not, then we do not have to pay for the trial.***
- 6R01.08 Sidewalk and/or Parking Lot ***Ms. Valyi-Hax contacted three companies to get estimates on filling the cracks in the parking lot and repairing the***

sidewalk. They came from Bennett Asphalt Paving in Columbiaville, Prieh's Paving in Dryden, and Suma Asphalt in Lum. The bids went as follows:

<i>Company Name</i>	<i>Parking Lot</i>	<i>Sidewalk Repair</i>	<i>Total</i>
<i>Bennett</i>	<i>\$940</i>	<i>\$2320</i>	<i>\$3260</i>
<i>Prieh's</i>	<i>\$1455</i>	<i>\$950</i>	<i>\$2405</i>
<i>Suma</i>	<i>\$1900</i>	<i>\$1050</i>	<i>\$2950</i>

All of the companies are located nearby. The Board discussed whether to hire one company to do the paving and another company to repair the sidewalk. They decided to select one company in the hope that all of the work could get done at the same time and would promote uniformity of work. Ms. Dougherty made a motion to select the bid from Prieh's Paving for \$2405, seconded by Ms. Dodge. Motion carried.

Staff Reports: Director's Report *The Friends of the Library held a book sale during Garage Sale Mania and raised over \$500. Ms. Valyi-Hax would like to welcome Janet DeLine as the newly-hired Library Assistant. On Tuesday, June 7, the Michigan Cooperative Director's Association will be sponsoring a webinar run by Anne Seurnyck, who happens to be RHMDL's attorney, on running a millage. It will be from 1pm – 2:30pm and she welcomes the Board to join her in her office.*

Committee Reports:

- 6R01.09 Personnel Committee *There was no report from this committee.*
- 6R01.10 Policy Committee *There was no report from this committee.*
- 6R01.11 Budget Committee *There was no report from this committee.*

New Business:

- 6R01.11 New Board Representative from Imlay Township *Ms. Valyi-Hax contacted Mr. Justin Pankey to inquire if he would be willing to serve as a library board member, representing Imlay Township, and he stated that he would like to do so during their first phone call. However, on June 2, the day of the meeting, Mr. Pankey called Ms. Valyi-Hax to decline the opportunity. He stated that while he was flattered and interested in serving in the future, his work schedule had altered so that he felt he would not be able to fulfill the duties effectively. Ms. Valyi-Hax still has other names she can call, and she will contact another candidate.*
- 6R01.12 Library Cards Order *The library is starting to run out of patron cards, and staff need to order more. The library gets the cards printed from Rainbow Printing. Ms. Valyi-Hax wants to order 2500 cards at a cost of \$625. She previously ordered this amount, which lasted for 18 months. Mr. Hancock made a motion to approve the purchase of 2500 library cards from Rainbow Printing for a fee of \$625, seconded by Ms. Dodge. Motion carried.*

6R01.12.1 MMLC Board Member *Mr. Davenport and Ms. Valyi-Hax sent a letter to Mideastern Michigan Library Cooperative, volunteering him for the open MMLC Board member position. Ms. Valyi-Hax received a call from Denise Hooks, the MMLC director, stating that she needs a letter from the library director that stated that Mr. Davenport has been nominated with an approved motion from the Library Board. Ms. Dougherty made a motion to nominate Mr. Donald Davenport to act as Ruth Hughes Memorial District Library's representative on the Mideastern Michigan Library Cooperative Board, seconded by Ms. Dodge. Motion carried.*

6R01.12.2 New Outdoor Sign *One of the actions under the 2011-2015 Strategic Plan (Physical Space) reads, "Contract for a new outdoor sign for the Imlay City branch." Ms. Valyi-Hax asked if the Board would like her to begin working on that. She can begin investigating while the weather is still warm, with a goal towards having one installed before winter. The Board directed Ms. Valyi-Hax to move forward with this project.*

Communications:

Adjournment:

6R01.13 Adjournment *Ms. Dougherty made a motion to adjourn the meeting, seconded by Mr. Hancock. Motion carried. The meeting was adjourned at 7:55 p.m.*