

**Ruth Hughes Memorial District Library**  
Regular Meeting of March 5, 2009  
(Proposed Board Minutes)

**Attendance:**

Donald Davenport (president/ presiding) **Present**  
Nancy Marshall (vice-president) **Absent**  
Laurie Dodge (secretary) **Present**  
Linda Prendergast (treasurer) **Absent**  
Karen Hibbler (trustee) **Present**  
Mary Lou Bissett (trustee) **Present**  
Shirley Edwards (trustee) **Absent**

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

**Guests:**

- 3R01.01 Call to Order ***The meeting was called to order at 6:35 p.m.***  
3R01.02 Additions/Deletions/Approval of Agenda ***Ms. Valyi-Hax requested that item 3.R01.13.5 (New Non-resident Card Classification) be added to the agenda. Ms. Hibbler made a motion to approve the agenda as amended, seconded by Ms. Bissett. Motion carried.***  
3R01.03 Additions/Deletions/Approval of minutes of February 2009 meeting ***Ms. Dodge made a motion to approve the minutes of the February 2009 meeting, seconded by Ms. Hibbler. Motion carried.***  
3R01.04 Approval of Bills/Financial Status ***Ms. Hibbler made a motion to approve the bills and financial status, seconded by Ms. Dodge. Motion carried.***  
3R01.05 Time for Public Comments ***There were no public comments.***

Unfinished Business: Overview/Updates:

- 3R01.06 Director's Salary for 2009 ***The Board reviewed the comments assembled by the Personnel Committee regarding the Director's review. Ms. Dodge made a motion to approve a 2% salary increase retroactive to January, seconded by Ms. Bissett. Motion carried. Ms. Dodge thanked the director for her excellent service to patrons, the Board, and the library staff.***  
3R01.07 Staff Reports: ***Ms. Valyi-Hax included in her report information regarding the new stimulus plan and how it will benefit libraries. She informed the Board that Jennifer Granholm is planning to consolidate several state agencies, and she is planning to move the Library of Michigan under the responsibility of the Department of Education. Ms. Valyi-Hax also noted that she is keeping an eye on the tax revenue coming into the library and will report in more detail at the April meeting.***

Committee Reports:

3R01.8 Personnel Committee – Library Director’s Review *Because none of the members of the Personnel Committee were present at the meeting, further discussion of the director’s review will be tabled until the April meeting.*

3R01.9 Policy Committee *There were no reports from this committee.*

3R01.10 Budget Committee *There were no reports from this committee.*

New Business:

3R01.11 Expanded Hours at Attica Township Branch *Ms. Valyi-Hax presented statistics that staff have been keeping at the Attica branch to determine when patrons use the branch the most. After determining that the branch is used the most after school, particularly between 2 p.m. and 7 p.m., the Board decided that it was important to have the branch open when school is not in session. The Board decided to open the branch on Saturdays from 10 a.m. – 3 p.m., given that kids will be out of school, some people won’t be at work, and that baseball will begin soon, with the possibility that people will stop at the library to or from the game (since the library is so close to the recreational area). Ms. Bissett made a motion to approve that the hours at Attica Branch library be expanded to include Saturday hours from 10 a.m. to 3 p.m., seconded by Ms. Dodge. Motion carried.*

3R01.12 QSAC – FOIA Requests *In order to achieve the QSAC Essential rating from the Library of Michigan, the Ruth Hughes Library must “provide public access to minutes, policies, financial records, and other documents in accordance with the Freedom of Information Act.” Ms. Valyi-Hax presented several examples from other libraries and municipalities for review. The Library Board agreed that Ms. Valyi-Hax should draw up a simple policy and present it to the library’s attorney for review before it is adopted by the Board.*

3R01.13 QSAC – Governance Administration Electives *In order to achieve the QSAC Essential rating, the Ruth Hughes Library Board must select one of the electives under the Governance/Administration section. There were three options regarding library advocacy, a plan of service, or an orientation program regarding the Open Meetings Act. Ms. Dodge made a motion to proceed with the QSAC Governance/Administration electives, and to select option 1: The Board of the Ruth Hughes Memorial District Library agrees to act as advocates for the library, and encourages participation at the local, cooperative, state, and national levels, seconded by Ms. Hibbler. Motion carried.*

3R01.13.5 New Non-Resident Card Classification *Currently, if a patron from outside the library’s service area wants to get a library card, they must pay \$20. With that \$20 card, they are not allowed to interloan materials from libraries other than RHMDL. The library has started to receive*

*some complaints from non-residents. Ms. Valyi-Hax expressed some concern about this. Currently, residents in Attica Township, Imlay City, and Imlay Township pay an average of \$75 per year to support RHMDL. It does not seem appropriate to offer a service such as interlibrary loan to non-residents at 1/3 the cost, especially given how labor-intensive and time-intensive the process is. Ms. Valyi-Hax suggested offering another non-resident classification. That will give non-residents a choice: Pay \$20 and only use the RHMDL, or pay \$75 and have access to all the libraries in Valley Library Consortium and MeLCat. The fee is one that must be paid annually. Ms. Hibbler made a motion to approve a new non-resident card classification in the amount of \$75, seconded by Ms. Bissett. Motion carried.*

Communications: *There was no additional communication.*

Adjournment:

3R01.14 Adjournment *Ms. Bissett made a motion to adjourn, seconded by Ms. Hibbler. Motion carried. The meeting adjourned at 8:05 p.m.*