

Ruth Hughes Memorial District Library
Regular Meeting of March 4, 2010 -
Imlay City, 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*
Shirley Edwards (trustee) *Absent*
W. Todd Hancock (trustee) *Present*

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

Guests:

- 3R01.01 Call to Order *The meeting was called to order at 6:30 p.m.*
3R01.02 Additions/Deletions/Approval of Agenda *Ms. Valyi-Hax introduced another item to the agenda, 3R01.12.5 LCBT Certificates of Deposit. Ms. Hibbler made a motion to approve the agenda as amended, seconded by Ms. Dodge. Motion carried.*
3R01.03 Additions/Deletions/Approval of minutes of February 2010 meeting *Ms. Marshall made a motion to approve the minutes of the February 2010 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. Marshall. Motion carried.*
3R01.05 Time for Public Comments *There were no public comments.*

Unfinished Business: Overview/Updates:

- 3R01.06 Strategic Planning *The library director distributed copies of the modified five-year plan which the Board discussed at the February 2010 meeting. She noted that a proper strategic plan should have goals (broad statements which help the library fulfill its mission), objectives (methods in which the goals will be completed), and actions (specific plans to accomplish the goals). The Board agreed that, at this time, goals should be set in eight areas: finances, community activities, policies & procedures, public relations, physical space, staff, patron services, and technology. If more arise during the planning, they will be added. The Board will work on one area per month for the rest of the year, with a goal of having the strategic plan completed by the end of 2010 for implementation in 2011-2016. The goal to discuss at the April 2010 meeting will be finances.*
3R01.07 Library Code of Conduct *Ms. Valyi-Hax presented a revised Library Code of Conduct to the Board. The revisions are suggestions based on*

the library's needs, as well as some good ideas that were borrowed from other libraries. If the Board approves of the revisions, the director plans to take them to the police for comments and to the library's attorney for a legal opinion. Ms. Dodge made a motion to approve the revised Library Code of Conduct, seconded by Ms. Hibbler. Motion carried.

Staff Reports: Director's Report *The library director will be out of the office March 23-28, 2010 to attend the Public Library Association conference. She is also planning to take vacation time May 22-30, 2010. Charity Kerbyson, owner of Country Clean, was pleased to accept the 90-day introductory contract. The company began cleaning on February 24, 2010, and the company's staff is doing an excellent job. The library raised \$100.30 for the American Red Cross's Relief to Haiti, thanks to overdue fines and donations. The library director included informational sheets regarding public library usage in the United States, and the Library of Michigan regarding its future plans.*

Committee Reports:

- 3R01.08 Personnel Committee *There were no reports from this committee.*
- 3R01.08 Policy Committee *There were no reports from this committee.*
- 3R01.10 Budget Committee *There were no reports from this committee.*

New Business:

- 3R01.11 New Board Member for Attica Township *Citing personal obligations, Ms. Shirley Edwards resigned from the Ruth Hughes Library Board. Ms. Valyi-Hax has sought suggestions for replacements from the library staff. Ms. Hibbler made a motion to accept Ms. Edwards' resignation with regret, seconded by Ms. Dodge. Motion carried. The Board instructed Ms. Valyi-Hax to send a letter to Ms. Edwards thanking her for her service.*
- 3R01.12 Baby Changing Stations *Ms. Valyi-Hax would like to purchase three baby changing stations, two to be installed at the Imlay City branch, and one to be installed at the Attica branch. The cost of three stations is \$557.97, with liners to cost \$57. There will also be the labor costs to have the library's handyman install them. Ms. Marshall made a motion to approve the purchase of three baby changing stations and one pack of liners pending the handyman's evaluation, seconded by Ms. Hibbler. Motion carried.*
- 3R01.12.5 LCBT Certificates of Deposit *The library received via mail notice that the six-month CD at LCBT has paid interest, and the three-month CD has paid interest and will auto-renew unless the Board decides otherwise. The Board decided that the library's CDs should auto-renew. Mr. Hancock made a motion that the Library Board will review the three CDs once per year when the twelve-month CD is due, seconded by Ms. Marshall. Motion carried.*

Communications: *There were no additional communications.*

Adjournment:

3R01.13 Adjournment *Ms. Hibbler made a motion to adjourn, seconded by Ms. Dodge. Motion carried. The meeting adjourned at 8:00 p.m.*