

Ruth Hughes Memorial District Library
Regular Meeting of May 6, 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) ***Absent***
Mary Lou Bissett (trustee) ***Absent***
W. Todd Hancock (trustee) ***Present***
Michelle Dougherty (trustee) ***Present***

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

Guests:

- 5R01.01 Call to Order ***The meeting was called to order at 6:32 p.m.***
- 5R01.02 Additions/Deletions/Approval of Agenda ***Ms. Valyi-Hax had another item to add to the agenda, 5R01.11.5 Cleaning Company. Ms. Dodge made a motion to approve the agenda as amended, seconded by Ms. Marshall. Motion carried.***
- 5R01.03 Additions/Deletions/Approval of minutes of April 2010 meeting ***Ms. Dodge made a motion to approve the minutes of the April 2010 meeting, seconded by Mr. Hancock. Motion carried.***
- 5R01.04 Approval of Bills/Financial Status ***Ms. Marshall made a motion to approve the bills and financial status, seconded by Mr. Hancock. Motion carried. Mr. Davenport raised the issue about the takeover of Citizen's First Bank by First Michigan Bank. Ms. Valyi-Hax had not received any notification from the bank about the library's CD, and the Board instructed Ms. Valyi-Hax to contact the bank the next week if she did not receive anything via mail.***
- 5R01.05 Time for Public Comments ***There were no public comments.***

Unfinished Business: Overview/Updates:

- 5R01.06 Strategic Planning – Community Activities ***The Board and the Director continued the process of strategic planning by discussing the goal area of Community Activities. Ms. Valyi-Hax presented four objectives: The library will form partnerships with other community organizations; the library will participate in community activities; the library will work with local educational organizations; the library will maintain and support the efforts of the Friends of the Library. Each of these objectives has two to four action items to insure that the library will meet these goals. After further discussion, a fifth objective was added: The library will reach out to the community and strive to meet its needs.***

In June, the Board will discuss the goal area of Policies and Procedures.

Staff Reports: Director's Report *The Quilt Show planned by the Friends of the Library was cancelled due to lack of interest. The group will consider fundraisers for the fall. The Library participated in the Imlay City Spring Expo and had a favorable response. Results from a survey conducted last fall about the Michigan eLibrary have been made public and are available at the Library of Michigan's web site. The Director will be taking a vacation from May 22-31, 2010, and she will make sure that staff will be prepared.*

Committee Reports:

5R01.07 Personnel Committee *There were no comments from this committee.*

5R01.08 Policy Committee *There were no comments from this committee.*

5R01.09 Budget Committee *There were no comments from this committee.*

New Business:

5R01.10 Personnel Issue *Ms. Dodge made the motion to move into closed session to consider material exempt from disclosure by the Michigan Library Privacy Act, seconded by Ms. Marshall. Roll call vote:*

Davenport – Aye

Dodge – Aye

Dougherty – Aye

Hancock – Aye

Marshall – Aye

Motion carried.

Ms. Marshall made a motion to adjourn the closed session and return to open session, seconded by Ms. Dodge. Roll call vote:

Davenport – Aye

Dodge – Aye

Dougherty – Aye

Hancock – Aye

Marshall – Aye

Motion carried.

Ms. Dodge made a motion to move into closed session to discuss an attorney-client privileged written communication, seconded by Ms. Marshall. Roll call vote:

Davenport – Aye

Dodge – Aye

Dougherty – Aye

Hancock – Aye

Marshall – Aye

Motion carried.

Ms. Marshall made a motion to adjourn the closed session and return to open session, seconded by Mr. Hancock. Roll call vote:

Davenport – Aye

*Dodge – Aye
Dougherty – Aye
Hancock – Aye
Marshall – Aye*

Motion carried.

The Board discussed the Patron Code of Conduct and recommended several changes to the code. Ms. Marshall made a motion to accept the recommended changes to the Patron Code of Conduct, seconded by Mr. Hancock. Motion carried.

5R01.11 Audiovisual Security & Storage Purchase *Ms. Valyi-Hax raised the issue of AV Security and Storage. The music CDs need a more effective security option. The Library is about to run out of room for DVD security storage, and a new option must be found soon. Ms. Valyi-Hax presented several options ranging in a variety of prices. The Board wanted more information before committing to a product. The Board instructed Ms. Valyi-Hax to poll other libraries to find out the products they use, as well as to get a report about how many lost AV items the library has had. The Board decided to table this discussion until the June meeting.*

5R01.11.5 Country Cleaning *The ninety-day introductory contract with Country Cleaning is scheduled to expire in May. Ms. Valyi-Hax is very happy with the company and the work they are doing in the library. Ms. Dougherty made a motion to continue using Country Cleaning for a one-year contract, seconded by Ms. Marshall. Motion carried.*

Communications:

Adjournment:

5R01.12 Adjournment *Ms. Marshall made a motion to adjourn, seconded by Ms. Dodge. Motion carried. The meeting adjourned at 8:30 p.m.*