

Ruth Hughes Memorial District Library
Regular Meeting of November 12, 2009 -
Imlay City, MI
(Proposed Board Minutes)

Attendance:

Donald Davenport (president/ presiding) **Present**
Nancy Marshall (vice-president) **Absent**
Laurie Dodge (secretary) **Present**
Karen Hibbler (treasurer) **Absent**
Mary Lou Bissett (trustee) **Present, via conference call**
Shirley Edwards (trustee) **Present**
W. Todd Hancock (trustee) **Absent**

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

Guests:

- 11R01.01 Call to Order ***The meeting was called to order at 6:45 p.m.***
11R01.02 Additions/Deletions/Approval of Agenda ***Ms. Dodge made a motion to approve the agenda, seconded by Ms. Edwards. Motion carried.***
11R01.03 Additions/Deletions/Approval of minutes of October 2009 meeting ***Ms. Edwards made a motion to approve the minutes of the October meeting, seconded by Ms. Dodge. Motion carried.***
11R01.04 Approval of Bills/Financial Status ***Ms. Dodge made a motion to approve the bills and financial status, seconded by Ms. Edwards. Motion carried.***
11R01.05 Time for Public Comments ***There were no public comments.***

Unfinished Business: Overview/Updates:

- 11R01.06 Director's Review ***The Board members who were present handed in their individual review of the director. The Personnel Committee will meet before the December Board meeting to compile the results. The Board will review the Director's performance at the December meeting.***

Staff Reports: Director's Report ***The library staff set up a display for Banned Books Week (September 28-October 3, 2009) which prompted questions and discussions between the staff and the public. The Merchant's Trick or Treat was very successful. Staff passed out candy and flyers of upcoming programs to more than 500 kids. State Aid will be funded at \$6 million rather than \$10 million for fiscal year 2009-2010. This is disappointing, but MLA's lobbying firm is continuing efforts to get the additional money restored.***

Committee Reports:

- 11R01.07 Personnel Committee ***There was no report from this committee.***
11R01.08 Policy Committee ***There was no report from this committee.***
11R01.09 Budget Committee ***There was no report from this committee.***

New Business:

- 11R01.10 Public Library Association Conference *The Director would like to attend the PLA biennial conference, to be held in Portland, OR from March 23-27, 2010. This is an excellent conference, and the Director always brings back good ideas for the library. The total cost is projected to be \$1755, which is within the continuing education budget. Ms. Edwards made a motion to approve sending the Director to the PLA Conference, seconded by Ms. Bissett. Motion carried.*
- 11R01.11 Community Health Crisis Action Plan *Ms. Valyi-Hax presented a document prepared by the New York State Libraries, as well as some questions to the Board about dealing with the H1N1 virus. She created a draft of a policy titled Community Health Crisis Action Plan which posed some questions for the Board to answer. After some discussion, the Board suggested that instead of a Health Crisis Action Plan policy, the library needed an Emergency Closing policy. Such a policy could then be used in many situations such as health crisis, extreme weather conditions, police emergencies, etc. Ms. Valyi-Hax noted that she has purchased disinfecting wipes and hand sanitizer, and she is encouraging her staff to use them. The Board directed Ms. Valyi-Hax to work with the Lapeer County Health Department on the spread of the H1N1 virus in Lapeer County, and stated that if the library needs to be closed for health reasons, the Director has the authority to do so. The Board also requested a draft of an Emergency Closing Plan for the December meeting.*
- 11R01.12 CD Rates at Local Banks *Ms. Valyi-Hax gathered CD Investment Rates from several local banks. The Board reviewed the rates for \$100,000 for 3 months, 6 months, and 12 months for four local banks. Ms. Dodge made a motion for the Director to withdraw \$200,000 from the current bank account and to invest it as follows: \$100,000 at Citizens First at .97% for 12 months; \$50,000 at Lapeer County Bank at .75% for 6 months; and \$50,000 at Lapeer County Bank at .65% for 3 months. Motion seconded by Ms. Bissett. Motion carried.*
- 11R01.13 Budget Revision *Ms. Valyi-Hax presented a budget revision that will more accurately reflect the amounts the library received and spent in 2009. Ms. Bissett made a motion to accept the budget revision, seconded by Ms. Edwards. Motion carried.*

Communications: Letter from State Representative Kevin Daley

Adjournment:

- 11R01.12 Adjournment *Ms. Edwards made a motion to adjourn, seconded by Ms. Dodge. Motion carried. The meeting was adjourned at 7:28 p.m.*