

Ruth Hughes Memorial District Library
Regular Meeting of November 4, 2010 -
Imlay City, MI
(Proposed Board Agenda)

Attendance:

Donald Davenport (president/ presiding) **Present**
Nancy Marshall (vice-president) **Absent**
Laurie Dodge (secretary) **Present**
Karen Hibbler (treasurer) **Present**
Mary Lou Bissett (trustee) **Present**
W. Todd Hancock (trustee) **Present**
Michelle Dougherty (trustee) **Present**

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

Guests: Ron Cischke, Goodland Township; Norm Tanis, Goodland Township

- 11R01.01 Call to Order ***The meeting was called to order at 6:29 p.m.***
- 11R01.02 Additions/Deletions/Approval of Agenda ***Ms. Dodge made a motion to approve the agenda, seconded by Ms. Bissett. Motion carried.***
- 11R01.03 Additions/Deletions/Approval of minutes of October 2010 meeting ***Ms. Hibbler made a motion to approve the minutes of the October 2010 meeting, seconded by Ms. Dodge. Motion carried.***
- 11R01.04 Approval of Bills/Financial Status ***Ms. Bissett made a motion to approve the bills and financial status, seconded by Ms. Hibbler. Motion carried.***
- 11R01.05 Time for Public Comments ***Mr. Cischke and Mr. Tanis addressed the Board about the possibility of Goodland Township joining the Ruth Hughes Memorial District Library. Mr. Cischke noted that this was at an early stage, and he was simply coming to the meeting to talk to the Board. Goodland Township has had a library for over 40 years, and it has been closed for many months due to claims that the library is unsafe because it has toxic mold. Goodland Township residents need a library, and the Township Board is starting to get phone calls from residents. They have had several tests done, and they are having more tests done on November 5 from a company based out of Southfield. Goodland Township has contacted the Michigan Department of Environmental Quality and was told that there are no guidelines for mold. Goodland Township has cleaned the library. Mr. Cischke also noted that about 80% of Goodland Township children go to Imlay City schools, and that it makes sense that they would go to a library in Imlay City. Mr. Cischke also noted that Goodland Township residents pay .9 mills while Ruth Hughes District Library patrons pay 1.0 mills, so that is an issue that may need to go to the voters.***

Mr. Cischke invited the Board to come see the Goodland Township Library. After some discussion, Ms. Valyi-Hax, Mr. Davenport, Ms.

Dodge, and Ms. Bissett will visit the Goodland Township Library on Monday, November 8, 2010 at 9 a.m. for an informal look at the building.

Unfinished Business: Overview/Updates:

11R01.06 Strategic Planning – Technology *The Board and the Director continued the process of strategic planning with the goal area of Technology. The Ruth Hughes Memorial District Library will have a modern, appropriate technological setup. The Director presented three objectives: The library will maintain up-to-date computer technology; Install a wireless network at the Imlay City branch; and Assess technology trends and their value to the community. Each objective had two to four action items. After some discussion, a fourth objective was added: Maintain up-to-date office technology.*

This is the final section of the strategic plan. Ms. Valyi-Hax will compile all the sections, and invite library staff to review the plan and offer any comments or suggestions. The Board will review the compiled plan at the December meeting for final approval.

Ms. Valyi-Hax listed desired skills and experience for a Technology RFP (Request for Proposals). The Board reviewed the list, and noted that the items on the list were appropriate. Ms. Valyi-Hax will put together an RFP for a company to maintain and repair the library's computers.

Staff Reports: Director's Report *Ms. Valyi-Hax purchased the most recent version of Cybersitter. There have been some challenges. Patrons are having difficulty accessing Facebook, Google Images, and some other sites that are supposed to be allowed. Library staff are working with Cybersitter technical support staff to clear these up. The Friends of the Library are having their annual Silent Auction from November 1-6, 2010. They are also having a book sale at the same time. Ms. Valyi-Hax will be attending the Michigan Library Association Annual Conference in Traverse City, MI from November 9-12. Ms. Valyi-Hax has been invited to be a member of Imlay City's Creating Entrepreneurial Communities Program. Other members include Monica Irelan, Kim Marrone, and Wayne O'Neal. The program is designed to help communities be more adept at creating and sustaining entrepreneurial efforts. The Library was a drop-off spot for the 2010 Make a Difference Day for Lapeer County's DHS. Ms. Valyi-Hax spoke with a First Michigan Bank representative, and the library's CD has an interest rate of .75%, as recommended by the FDIC. The library's CD matures on December 3, and the Board will have a 10-day window to decide what to do. Finally, the Library is a part of Round 2 of the BTOP grants, part of the Stimulus Package, and designed to get more public access to computers.*

The Library will get approximately \$1500 per computer and will have to contribute \$250 per computer in matching funds. The Library can use this to purchase laptops, printers, or install a wireless connection.

Committee Reports:

- 11R01.07 Personnel Committee – Library Director Review Preparation *Members of the Personnel Committee will select a date to meet to review the Director’s Performance.*
- 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 Purchase of New Conference Table for Director’s Office *Ms. Valyi-Hax has never had a proper table on stable legs in the Director’s office. She would like to purchase one, especially since Board meetings usually take place in the Director’s office. The current table top (situated on two chairs) is 60 inches long, and Ms. Valyi-Hax would like to purchase one that is 72 inches long which would make Board meetings more comfortable. Ms. Valyi-Hax submitted three tables for potential purchase:*

	Table Price	Shipping	Total
Demco – Lesro Conference Table	\$643.50	\$109.20	\$752.70
Gaylord – Community Table	\$501.50	\$165	\$666.50
Global Industrial – Oval Nebula Gray Table	\$560.95	\$126.08	\$686.98

After review, the Board agreed that the Oval Nebula table looked unattractive, and the Gaylord Community Table looked uncomfortable. Ms. Hibbler made a motion to approve the purchase of the Lesro Conference Table from Demco at a total price of \$752.70, seconded by Ms. Dougherty. Motion carried.

Communications:

Adjournment:

- 11R01.11 Adjournment *Ms. Hibbler made a motion to adjourn, seconded by Mr. Hancock. Motion carried. The meeting adjourned at 8:07 p.m.*