

Ruth Hughes Memorial District Library
Regular Meeting of November 3, 2011 -
Imlay City, MI
(Proposed Board Minutes)

Attendance:

Donald Davenport (president/ presiding) *Absent*
Laurie Dodge (vice-president) *Absent*
Mary Lou Bissett (secretary) *Present*
Karen Hibbler (treasurer) *Present*
Michelle Dougherty (trustee) *Present*
Connie Brett (trustee) *Present*
(trustee)

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

Guests:

- 11R01.01 Call to Order *The meeting was called to order at 6:31 p.m.*
11R01.02 Additions/Deletions/Approval of Agenda *Ms. Hibbler made a motion to approve the agenda, seconded by Ms. Brett. Motion carried.*
11R01.03 Additions/Deletions/Approval of minutes of October 2011 meeting *Ms. Hibbler made a motion to approve the minutes of the October 2011 meeting, seconded by Ms. Brett. Motion carried.*
11R01.04 Approval of Bills/Financial Status *Ms. Hibbler made a motion to approve the bills and financial status, seconded by Ms. Dougherty. Motion carried.*
11R01.05 Time for Public Comments *There were no public comments.*

Unfinished Business: Overview/Updates:

- 11R01.06 Goodland Township *There is no news regarding the situation with Goodland Township. Ms. Valyi-Hax has attended meetings at Imlay City, Imlay Township, and Attica Township to make the representatives aware of what is going on.*
11R01.07 Library Millage Renewal *Given that Ms. Valyi-Hax has resigned her position as director of the Ruth Hughes Memorial District Library, does the library board want to continue with its plan to have a millage renewal in August 2012? The board decided that they did want to continue. Having the election in August gives the library another chance in November 2012 if the millage doesn't pass in August. A new director should be brought on board in time to do the necessary campaign for an August election.*
11R01.08 Reference Area Re-Design *Mr. Davenport and Ms. Valyi-Hax met with Chris deBear of Library Design Associates on Wednesday, October 12 at 3:00 p.m. It was an interesting meeting, and Chris seemed very receptive to the ideas that were discussed. The board needs to decide its*

next step, and Ms. Valyi-Hax thinks that her successor would like to be involved in the process.

11R01.09 Library Security *Ms. Valyi-Hax met with John Loudermilk of Thumb Alarm on October 20 at the Attica branch to discuss security options. In order to get a panic alarm, the library would need to get an alarm system there.*

There were two systems that John recommended. The first one, with an older-style control panel, would cost \$595, but there would be a \$400 discount if the library would sign a three-year monitoring contract, for a total cost of \$195 plus \$24.95 per month. The second panel, which has a more modern control panel, would cost \$695, with the same \$400 discount with a three-year monitoring contract for a total cost of \$295 plus \$24.95 per month. The library could also purchase personal panic buttons at a cost of \$80 for two, which would provide extra security for staff members at the Attica branch who are going to their cars when it is dark out.

Because this involves work to the building, Ms. Valyi-Hax would like to get permission from Attica Township to proceed. Ms. Brett made a motion to approve the purchase of the newer-style control panel for \$295, four personal panic buttons for \$160, and a three-year monitoring contract at \$24.95 per month, pending approval by Attica Township, seconded by Ms. Dougherty. Motion carried.

11R01.10 New Board Representative from Imlay City *Ms. Valyi-Hax suggested Cynthia Stroebel as the new representative for Imlay City. She is excited and passionate about libraries, and she thinks the library is a great value. She did state that she travels for work, so while she might be out of town for some meetings, she would be able to attend via teleconference. There is nothing in the board's bylaws to prohibit this practice. The board recommends Cynthia Stroebel to Imlay City as a representative on the board.*

Staff Reports: Director's Report *Ms. Valyi-Hax ordered the movable displays that the board approved last month. They are scheduled to ship soon. Ms. Valyi-Hax will be attending the MLA Annual Conference from October 25-28. She renewed the library's subscription to CyberSitter, the library's filtering software for approximately \$150. Last year's subscription expired on October 13, and this gives the library board another year to explore other options. Ms. Valyi-Hax will be out of the office on November 17 and 18 to undergo a medical procedure.*

Committee Reports:

11R01.11 Personnel Committee *There was no report from this committee.*

11R01.12 Policy Committee *There was no report from this committee.*

11R01.13 Budget Committee *There was no report from this committee.*

New Business:

11R01.14 Resignation of Kristen Valyi-Hax *Ms. Valyi-Hax discussed her letter of resignation and her plan to start at Romeo District Library on December 1, 2012. Ms. Valyi-Hax stated that her last day at Ruth Hughes Memorial District Library will be on November 22, 2011. However, she requested that she be allowed to use the vacation time she has left in order for her termination date to be November 30, 2011 so that she will not have a gap in her health insurance coverage. Ms. Hibbler made a motion to approve allowing Ms. Valyi-Hax to have a termination date of November 30, 2011, using her vacation time, seconded by Ms. Dougherty. Motion carried.*

Ms. Valyi-Hax noted a few things that may need to be addressed at the December board meeting, as well as in coming months. These included finalizing the renewal of the lease at the Attica Township branch, RHMDL board members whose terms are set to expire in December 2011, 2012 board meetings, 2012 dates in which the library is closed, new computers, and the renewal of Certificates of Deposits.

11R01.15 Patron Issue *Ms. Valyi-Hax stated that there is a patron problem which she would like to go into closed session for especially as the patron is a minor. Ms. Hibbler made a motion to go into closed session, seconded by Ms. Dougherty. Roll call vote: Hibbler: Aye; Dougherty: Aye; Brett: Aye; Bissett; Aye. The board went into closed session at 7:58 p.m.*

Ms. Dougherty made a motion to leave closed session, seconded by Ms. Hibbler. Roll call vote: Hibbler: Aye; Dougherty: Aye; Brett: Aye; Bissett; Aye. The board returned from closed session at 8:06 p.m.

Ms. Brett made a motion to restrict library property access to this patron for three months, seconded by Ms. Dougherty. Motion carried.

Communications:

Adjournment:

11R01.16 Adjournment *Ms. Hibbler made a motion to adjourn, seconded by Ms. Dougherty. Motion carried. The meeting adjourned at 8:07 p.m.*