

Ruth Hughes Memorial District Library
Regular Meeting of October 7, 2010 -
Attica Twp., 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) **Present**
W. Todd Hancock (trustee) **Present**
Michelle Dougherty (trustee) **Absent**

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

Guests:

- 10R01.01 Call to Order *The meeting was called to order at 6:34 p.m.*
- 10R01.02 Additions/Deletions/Approval of Agenda *Ms. Valyi-Hax noted another item to add to the agenda: 10R01.16.5, Board Meeting Attendance. Ms. Dodge made a motion to approve the agenda as amended, seconded by Ms. Bissett. Motion carried.*
- 10R01.03 Additions/Deletions/Approval of minutes of August 2010 meeting *Ms. Dodge made a motion to approve the minutes of the August 2010 meeting, seconded by Ms. Hibbler. Motion carried.*
- 10R01.04 Additions/Deletions/Approval of minutes of Annual Budget Hearing *Ms. Marshall made a motion to approve the minutes of the Annual Budget Hearing, seconded by Mr. Hancock. Motion carried.*
- 10R01.05 Additions/Deletions/Approval of minutes of September 2010 meeting *Mr. Hancock made a motion to approve the minutes of the September 2010 meeting, seconded by Ms. Marshall. Motion carried.*
- 10R01.06 Approval of Bills/Financial Status *Ms. Bissett made a motion to approve the bills and financial status, seconded by Ms. Dodge. Motion carried.*
- 10R01.07 Time for Public Comments *There were no public comments.*

Unfinished Business: Overview/Updates:

- 10R01.08 Strategic Planning – Patron Services *The Board and the Director continued the process of strategic planning with the goal area of Patron Services: The Ruth Hughes Memorial District Library will be a valued and trusted resources to its patrons. The Director presented four objectives: The library will offer friendly and efficient customer service; the library will provide a well-balanced collection; The library will provide and promote educational and recreational programming; and The library will have informative and engaging displays. These objectives had several action items. The Board edited some of the action items for clarity. The Board also suggested another objective: The*

library will provide and promote facilities for public use. The Board and the director developed action items for this objective. In November, the Board will discuss the goal area of Technology.

Staff Reports: Director's Report *The library will be having its annual staff in-service on October 11, where a representative from the Red Cross will conduct first aid training. The Michigan Library Association is working to keep State Aid funding at a level with last year. One of the standing lights outside was vandalized. The Director filed a police report, and Bob Cuny is going to try to fix it. Four computers are currently unavailable at the Imlay City branch, and the Director is considering options in bringing them back up. The library will be participating in the Merchant Trick or Treat on October 30. The library was awarded two computers as part of a large-scale grant, and the Director will be ordering them soon. The Friends of the Library are hosting a silent auction and book sale from November 1-6.*

Committee Reports:

- 10R01.09 Personnel Committee *There were no comments from this committee.*
- 10R01.10 Policy Committee *There were no comments from this committee.*
- 10R01.11 Budget Committee *There were no comments from this committee.*

New Business:

- 10R01.12 Purchase of Portable Divider *Ms. Valyi-Hax would like to purchase a portable divider that will allow a trainer to block off the computer room from the reference area when she is teaching classes. The library doesn't have a door there, and a portable partition will allow her to have a bit of privacy and will send the message that the computer room is off-limits for the class period. The Director recommends purchasing a product called Instant Wall, which is sold by several companies. The Director would purchase it from K-Log. The price for a 5'9" length wall (6'5" high) is \$469 with shipping to cost \$99 for a total of \$568. Ms. Dodge made a motion to purchase the portable room divider recommended by the Director, seconded by Ms. Hibbler. Motion carried.*

- 10R01.13 Purchase of DVD Security Cases *Ms. Valyi-Hax would like to purchase more DVD security cases from Gressco. They are working well so far. Staff like them because they have saved room in the back, and patrons like them because they can take a DVD case with movie information home with them. Purchasing 300 more cases at a cost of \$4.76 each would cost \$1428 with shipping costs of approximately \$70 taking the price up to \$1498. Ms. Hibbler made a motion to approve the purchase of 300 more DVD security cases, seconded by Ms. Marshall. Motion carried.*

10R01.14 Review of Library Director *It is time for the Library Director's annual performance review. Ms. Valyi-Hax included blank copies of the review forms in the Board Packets. The Board members agreed to complete the review before the November 4 meeting and to bring the completed review to the meeting. Members of the Personnel Committee (Nancy Marshall, Todd Hancock, and Michelle Dougherty) will meet to compile the results and will present them at the December meeting.*

10R01.15 Reschedule February 2011 Meeting *Ms. Valyi-Hax asked if the Board would be willing to reschedule the February 2011 meeting from February 3 to February 10. The Library Director has an opportunity to take a vacation that would involve her being away on February 3. Ms. Dodge made a motion to move the February 2011 meeting from February 3 to February 10, seconded by Ms. Marshall. Motion carried.*

10R01.16 Technology – Computer Repair and Technology Review *The library does have a technology plan, but that plan does not cover computer repairs or a potential makeover of the library's network. Ms. Valyi-Hax noted that the Board may want to consider coming up with such a plan. Currently, the library uses T. Daniels as a computer repair organization. While there is no complaint with the work they have done, each service call costs \$110 per hour, and the library is charged for 30 minutes of travel time. Also, they have little experience with libraries. The Director would like to discuss some possibilities, including contracting with the Suburban Library Cooperative. The Board directed Ms. Valyi-Hax to begin researching possibilities for an appropriate local company or organization. This involves creating a list of potential vendors by contacting local companies and government authorities. Also, the Director must compile a list of requirements for a potential Request for Proposals.*

10R01.16.5 Attendance at Board Meetings *Mr. Davenport reiterated to the Board that attendance at Board meetings is very important. If a member is not able to attend, please try to contact Ms. Valyi-Hax to alert her.*

Communications: Letter from Ron Cischke, Goodland Twp. Supervisor *The Board reviewed the letter from Mr. Cischke. After some discussion, the Board had some questions about the possibility of Goodland Township joining RHMDL. These questions include, "Why has the Goodland Township branch been closed since February 2010?" and "What services would Goodland Township like to receive from RHMDL?" The Board authorized Ms. Valyi-Hax and Mr. Davenport to write a letter to the Goodland Township Board with these questions, and to invite representatives from Goodland Township to attend the November Library Board meeting.*

Adjournment:

10R01.13 Adjournment *Ms. Hibbler made a motion to adjourn, seconded by Mr. Hancock. Motion carried. The meeting adjourned at 8:29 p.m.*