

Ruth Hughes Memorial District Library
Regular Meeting of October 6, 2011 -
Attica, MI
(Proposed Board Agenda)

Attendance:

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

Staff: B. Kristen Valyi-Hax, Library Director

Guests:

- 10R01.01 Call to Order ***The meeting was called to order at 6:41 p.m.***
10R01.02 Additions/Deletions/Approval of Agenda ***Ms. Hibbler made a motion to approve the agenda, seconded by Ms. Bissett. Motion carried.***
10R01.03 Additions/Deletions/Approval of minutes of September 2011 meetings
Ms. Hibbler made a motion to approve the minutes of the annual budget hearing, held in September, seconded by Ms. Bissett. Motion carried. Ms. Hibbler made a motion to approve the minutes of the regular September meeting, seconded by Ms. Brett. Motion carried.
10R01.04 Approval of Bills/Financial Status ***Ms. Bissett made a motion to approve the bills and financial status, seconded by Ms. Hibbler. Motion carried.***
10R01.05 Time for Public Comments ***There were no public comments.***

Unfinished Business: Overview/Updates:

- 10R01.06 Goodland Township ***The library director will be visiting Attica Township, Imlay City, and Imlay Township over the next month to make presentations to the city council and township boards about the upcoming plans with Goodland Township. This will give the municipalities a chance to ask questions in the early stage of this process. Ron Cischke visited Ms. Valyi-Hax to discuss any current issues, and she told him about her plan to visit the municipalities.***
10R01.07 Library Millage Renewal ***The director and the library board spent some time discussing the millage renewal campaign scheduled for August 2012. The 2006-2007 campaigning group used lots of signs that said "Say Yes to Libraries," and they also had shirts and bookmarks. The current campaign needs to start asking interested citizens if they would like to participate. Ms. Valyi-Hax noted that she has attended some seminars on millage campaigns and that the library must be sure they follow election law, especially about not campaigning with taxpayer dollars. She will be contacting the library's attorney with some questions, such as "Is the library board allowed to campaign?"***

10R01.08 Reference Area Redesign *Ms. Valyi-Hax noted that she has a meeting scheduled with Chris deBear of Library Design Associates to discuss a modest redesign of the reference area of the Imlay City branch. She would like to see a more updated look, along with more comfortable furniture for patrons, especially since the library offers wi-fi access now. She invited the board to be at the meeting on October 12 at 3:00 p.m.*

Staff Reports: Director's Report *The new filing cabinet for the Imlay City branch has been ordered. The filing cabinet for the Attica branch has also broken, and Ms. Valyi-Hax ordered a new cabinet for them as well. Because Attica needed a smaller cabinet, it fell within the \$500 limit for purchases without board approval.*

Attached is an opinion from one of MLA's legal strategic partners regarding the 80/20 – Hard Cap Legislation. After reviewing this, Ms. Valyi-Hax had a couple of questions that to discuss with the board before talking with the library's attorney. Specifically, does the library's attorney agree with this opinion that libraries cannot opt out of this legislation like municipalities can?

Ms. Valyi-Hax will be watching a webinar hosted by Anne Seuryneck (our attorney) on Tuesday, October 11 from 1pm – 2:30pm regarding the Open Meetings Act/Freedom of Information Act. She invited any interested board members to be present.

The annual staff inservice will be held on Monday, October 10. The administration and staff will spend some time discussing upcoming events at the library, some time training staff on MeL database use, and some time going through the downstairs storage area. Also, on October 10, JD's Carpet Cleaning is coming in to do the fall carpet cleaning. Finally, Brian Lawlor (CC's Cyber Café) and Lee Martin (Valley Library Consortium) will come in to upgrade EnvisionWare, the library's computer signup program.

Committee Reports:

10R01.09 Personnel Committee *There was no report from this committee.*

10R01.10 Policy Committee *There was no report from this committee.*

10R01.11 Budget Committee *There was no report from this committee.*

New Business:

10R01.12 Movable Displays *In the library's strategic plan, this section regarding movable displays appears: Patron Services - Objective: The library will have informative and engaging displays. Action: Investigate options for movable displays.*

After working with the full-time staff, Ms. Valyi-Hax would like to recommend that the library purchase two Baldwin Mobile Slatwall Displayers. (A page from the catalog is included.) The library would

purchase two 37.5" x 25" x 25.25" displays with the colored top, along with Slatwall accessories.

These are small enough that we can put them side-by-side behind the love seat in the children's area for most of the year. If we need to create a display elsewhere, they are small enough to fit in a couple of other areas in the library. This will need to come out of the fund balance.

Baldwin Mobile Slatwall Displayers (2)	\$879.00	\$1758
Top Color Blue (2)	\$60.00	\$120
Angled Book Holder (12)	\$20.80	\$249.60
Flat Shelf (10)	\$8.79	\$87.90
Brochure Holder (2)	\$18.29	\$36.58
Sign Holder (4)	\$15.65	\$62.60
Total		\$2314.68

Ms. Bissett made a motion to approve the purchase of two Baldwin Mobile Slatwall displayers, seconded by Ms. Brett. Motion carried.

10R01.13 Unique Management *The Ruth Hughes Memorial District Library is near the end of its trial period with Unique Management Services, and the library board needs to decide whether or not to continue to use this service. For the 90-day trial, the library recovered \$112.30 in fines and \$200 in materials.*

The library director would like to continue to use Unique Management. Even though the returns are modest, she likes that the library has a way to follow through with patrons who do not return materials after three library notices. Patron recovery costs \$8.95 per account; however, Unique Management has a budget neutrality agreement. That means that if the library sends 10 patrons to collections (\$89.50), but only receives back \$20 in paid fines, then the library only has to pay \$20. It is a good service that is working well. Ms. Hibbler made a motion to continue to use Unique Management Services for retrieval of library fines and materials, seconded by Ms. Bissett. Motion carried.

10R01.14 Library Security *In an attempt to promote security at the Attica branch, Ms. Valyi-Hax asked staff for ideas and she also sent out a message to Michlib-l. She has since learned that very few libraries allow a staff person to work alone in a branch. The director and the board spent some time talking about safety options including having a second staff member show up just for a short time when there is an evening shift, asking the County Sheriff to patrol regularly, and installing a panic alarm. The library board instructed Ms. Valyi-Hax to contact Thumb Alarm about installing a panic alarm.*

10R01.15 New Board Representative from Imlay City *Mr. Todd Hancock has resigned as an Imlay City representative from the Ruth Hughes Memorial Library Board. The board reluctantly accepts Mr. Hancock's resignation. Ms. Valyi-Hax will contact a potential replacement to suggest to the Imlay City Council.*

10R01.16 Strategic Plan Update *The administration and staff have worked on the following items for the strategic plan:*

**Public Relations – Have a profile on Facebook and other social networking sites.*

(Director has started to send out updates on upcoming programs on Facebook.)

**Physical Space – Contract for a new outdoor sign for the Imlay City branch. (I have been working with Kim Marrone of the Imlay City DDA to get a sign that is similar in style to wayfinding signs that she plans to have installed in downtown Imlay City. She has had to find a new designer, but she is still moving forward on the project.)*

**Patron Services – Investigate options for movable displays. (I have included this information for this meeting.)*

**Community Services – Maintain a list of non-profit organizations at the city, township, and county level with contact information. (Wendy Gottschalk has been working on this, and we hope to have a completed list by the end of October.)*

**Physical Space – Transform the Reference Area at the Imlay City branch into a comfortable seating area. (I have a meeting on Wednesday, October 12 with Chris deBear of Library Design Associates, a company with over 50 years experience working with libraries.)*

Ms. Valyi-Hax recommends working on the following items for October – December: Physical Space – Contract for a new outdoor sign for the Imlay City branch; Physical Space – Transform the Reference Area at the Imlay City branch into a comfortable seating area; Finances – Designate funds according to Governmental Accounting Standards Board (GASB) rule 54; Finances – The library will pass a millage when the current millage expires in 2013; Staff – Provide in-service training for adult staff; Technology – Investigate options for offering materials digitally

Communications: Tri-City Times article re: Attica branch

Adjournment:

10R01.17 Adjournment *Ms. Hibbler made a motion to adjourn, seconded by Ms. Bissett. Motion carried. The meeting adjourned at 8:08 p.m.*