Ruth Hughes Memorial District Library
Regular Meeting of February 7, 2019
Imlay City, MI – 6:30 PM

Minutes

1. Call to Order
The meeting was called to order at 6:35 pm.

2. Roll Call
Present: Conni Brett, Karen Hibbler, Carol Kocik, Deb Miller, Cynthia Stroebel.
Absent: Mary Lou Bissett. Also Present: Angelita McCoy, Library Director Tracy Aldrich.

3. Swearing In of Board Members Karen Hibbler and Angelita McCoy
Ms. Aldrich announced that Ms. McCoy had been appointed to the library board by the City of Imlay City. Ms. Hibbler and Ms. McCoy took the oath of office and were sworn in by board president Brett.

4. Additions/Deletions/Approval of Agenda
Ms. Hibbler moved to approve the agenda as presented, seconded by Ms. Stroebel. Motion carried unanimously.

5. Additions/Deletions/Approval of Minutes of January 2019 Regular Meeting
Ms. Kocik moved to approve the minutes of the January 2019 regular meeting as presented, seconded by Ms. Stroebel. Motion carried unanimously.

6. Approval of Bills/Financial Status
Ms. Stroebel moved to approve payment of the bills in the amount of $14,611.87 and payroll in the amount of $20,232.61, seconded by Ms. McCoy. Motion carried unanimously.

7. Public Comment
There was no public comment.

8. Library Director's Report
Ms. Aldrich presented the monthly director’s report.

9. Committee Reports
There were no committee reports.

10. Old Business
A: Reimbursement Check Policy
Ms. Aldrich reported that after discussing the board’s concerns about creating a policy to address lost reimbursement checks, the library’s accountant agreed instead with continuing to handle these issues on a case by case basis.
11. New Business
A: 2019 Budget Revisions
The board reviewed and discussed 2019 budget revisions prepared by Ms. Aldrich to allow for the new Attica page position and the increased price of parking lot salting, as well as some restructuring and changed line item categories suggested during a year-end review with the library's accountant. Ms. Aldrich reported she was able to reduce or temporarily eliminate several areas of the budget, including continuing education, promotions, carpet cleaning, and grounds maintenance, to keep the budget from using fund balance. She noted that the resulting budget was quite tight, with no room for unexpected major repairs or other significant unplanned expenses, as has been the case for most of the past several years, and that should such an occurrence take place, the fund balance would most likely need to be tapped.

Ms. Hibbler moved to approve the fiscal year 2019 budget revisions as presented, seconded by Ms. Miller. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried.

Yeas 6 Stroebel, Kocik, McCoy, Hibbler, Miller, Brett
Nays 0
Absent 1 Bissett

B: FOIA Policy Amendments
Ms. Aldrich explained two amendments to the Freedom of Information Act (FOIA) recently passed the State of Michigan, which required revising the library's FOIA policy and public summary accordingly. The board reviewed the amended FOIA policy and summary prepared by attorney Anne Seurynck. The following resolution was offered by Ms. Stroebel and seconded by Ms. Kocik, and carried unanimously:

RUTH HUGHES MEMORIAL DISTRICT LIBRARY

RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES, A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION

At a regular meeting of the Library Board of the Ruth Hughes Memorial District Library ("Library"), Lapeer County, Michigan, held at the Library on the 7th day of February, 2019 at 6:35p.m.

PRESENT: Brett, Hibbler, Kocik, Miller, McCoy, Stroebel.

ABSENT: Bissett.

The following Resolution was offered by Ms. Stroebel and seconded by Ms. Kocik.
WHEREAS, the Library is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended (“FOIA”);

WHEREAS, in the performance of its function as trustees for the Library, it is necessary and appropriate for the Library Board to establish and adopt policies for the operation of the Library;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Library shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Library and explaining how to understand the Library’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, the Library adopted Procedures and Guidelines, a Written Public Summary and a detailed itemization;

WHEREAS, pursuant to 2018 PA 523 (“Act 523”), the Legislature amended the FOIA to require certain contact information from the requester and to clarify when a FOIA is considered abandoned if a requester has not paid a deposit;

WHEREAS, Since Act 523 changes the requirement for submitting written requests and the deposit notice and payment requirements, the Library will be required to amend its Procedure and Guidelines and Written Public Summary; and

WHEREAS, in the interests of the health, safety and welfare of the Library, the Library Board desires to approve amendments to the procedures and guidelines and written public summary so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Library Board of the Ruth Hughes Memorial District Library, Lapeer County, resolves as follows:

1. The Library hereby adopts and approves the amended Library Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.

2. The Library also adopts and approves the amended Written Public Summary (attached as Exhibit B to this Resolution).

3. The Library shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the Library’s response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at the Library.

4. The Library shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.

5. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this resolution are hereby repealed to the extent of such conflict.
YEAS: 6
NAYS: 0

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )
 ss. )
COUNTY OF LAPEER )

I, the undersigned, the duly qualified director and acting Secretary of the Ruth Hughes Memorial District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the 7th day of February, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

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Tracy Aldrich, Director (acting as Secretary)

12. Communications
Communications included newspaper articles and updated library trustee materials including a contact list, meeting schedule, and Library of Michigan Trustee Manual.

13. Adjournment
Ms. Hibbler moved to adjourn, seconded by Ms. Stroebel. Motion carried unanimously. The meeting adjourned at 7:24 pm.

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Tracy Aldrich, Library Director 3-7-19