Ruth Hughes Memorial District Library
Regular Meeting of February 6, 2020
Imlay City, MI – 6:30 PM

Minutes

1. Call to Order
The meeting was called to order at 6:30 pm.

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

3. Oaths of Office
Reappointed trustees Brett, Kocik, and Stroebel took the oath of office.

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

5. Additions/Deletions/Approval of Minutes of January 2020 Regular Meeting
Ms. Miller moved to approve the minutes of the January 2020 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 $57,654.39, debit card purchases in the amount of $219.10, and payroll in the amount of $21,516.08, seconded by Ms. Miller. 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: 2020 Special Projects: Carpet
Ms. Aldrich informed the board of $610.00 in add-on costs to the carpet installation project, including $250 for disposal, $60 for bullnose on the stair edges, and $300 for extra tear-out work on unmovable shelves. She noted the project began on time and was completed a few days early, with only one day of closure required when the contractors reached the entrance and circulation desk areas. Several board members complimented the contractor on his work.
11. **New Business**

**A: Painting Quotes**
The board reviewed two quotes for repainting of three rooms: the office, a study room, and the downstairs programming and meeting space. Ms. Miller moved to accept the quote from Howard’s Home Painting for $1,800 for the three rooms, including the cost of paint, seconded by Ms. Bissett. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried unanimously.

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

**B: Farley Trust Bequest**
Ms. Aldrich informed the board that the library had received and deposited a bequest from the Mary Margaret Farley Trust amounting to $76,464.39, or 10% of the estate. The bequest bore no stipulations as to its use. Ms. Aldrich said there were many items in the strategic plan and the special projects list that would be good fits for the bequest, and that she was working on compiling a list for the next meeting. Trustees were encouraged to bring ideas as well. Ms. Aldrich said she was told the library would also be receiving another bequest, from the Ruth Farley Trust. The director and trustees expressed gratitude to the Farley sisters for their generosity.

**C: FY 2020 Compensation Package Revision**
Ms. Aldrich explained an error she had made in calculating a staff member’s raise, in which the employee was moved to the new top step she had already nearly attained instead of receiving the 3% raise she should have gotten instead. There was discussion; Ms. Stroebel described the value she saw in the library’s employees and heard about from patrons. Ms. Miller noted that her employer did not give increases like this past the top step, and that she did not think it was common at most employers. There was also discussion of the continuing effects of the minimum wage increase upon the library’s salary schedule. Ms. Hibbler moved to approve the suggested revision to the 2020 compensation package, changing the Adult Services Coordinator’s raise from a step to 3% instead, for a new total of $246,701 in wages and salaries, and authorizing a one-time payment to be made on her next paycheck to make up for the too-low initial raise, seconded by Ms. Stroebel. A roll call vote was taken: 5 yeas, 1 nay, 1 absent, motion carried.

Yea 5  Bissett, Kocik, Stroebel, Hibbler, Brett
Nays 1  Miller
Absent 1  McCoy
D: FY 2020 Budget Revisions
Ms. Aldrich noted that this year was likely to have a number of budget revisions over its course, due to unexpected additional income such as the Farley bequests and new grants from the library cooperative, as well as unexpected additional costs like that required to conform to the State's newly mandated Uniform Chart of Accounts, new repairs, and the payroll error. The board reviewed suggested budget revisions including income increases to donations and local unit contributions, and increased expenses in payroll, building maintenance, and miscellaneous expense (programming.)
Ms. Bissett moved to approve the budget revisions as presented, seconded by Ms. Hibbler. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried unanimously.

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

12. Communications
Communications included several newspaper articles about library events.

13. Adjournment
Ms. Stroebel moved to adjourn, seconded by Ms. Miller. Motion carried unanimously. The meeting adjourned at 7:15 pm.

Tracy Aldrich, Library Director 2-10-20