Minutes

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

2. **Roll Call**
Present: Mary Lou Bissett, Conni Brett, Carol Kocik, Deb Miller, Cynthia Stroebel.
Absent: Karen Hibbler. Also Present: Library Director Tracy Aldrich, guest Angie McCoy. Ms. Aldrich introduced Ms. McCoy, who was interested in possibly applying for the trustee position left vacant by the passing of Don Davenport.

3. **Swearing In of Board Member Karen Hibbler**
Ms. Aldrich reported that Imlay Township had reappointed Ms. Hibbler for another term, expiring on December 31, 2022. Ms. Hibbler could not be sworn in as planned at this meeting as she had to call in absent shortly before. The swearing in was rescheduled for the February meeting.

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

5. **Additions/Deletions/Approval of Minutes of December 2018 Regular Meeting**
Ms. Kocik moved to approve the minutes of the December 2018 meeting as presented, seconded by Ms. Miller. Motion carried.

6. **Approval of Bills/Financial Status**
Ms. Stroebel moved to approve payment of the bills in the amount of $18,271.04 and payroll in the amount of $20,929.59, seconded by Ms. Miller. Motion carried.

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: FY 2018 Year End Budget Revisions**
    Ms. Aldrich said that the materials budget was found to have gone over by approximately $1,000.00 at the end of the year, as late arriving orders came in.
She explained the processes and inherent challenges in tracking materials orders and budgets for libraries, and described the errors believed to have caused the overage. She presented some possible solutions to help prevent this problem in the future, along with a budget revision to correct the overage. After some discussion, Ms. Bissett moved to approve the FY 2018 budget revisions as presented, seconded by Ms. Stroebel. A roll call vote was taken: 5 yeas, 0 nays, 1 absent, motion carried.

Yeas 5  Bissett, Miller, Kocik, Stroebel, Brett
Nays 0
Absent 1  Hibbler

B: Staffing Levels and Payroll Budgets
Ms. Aldrich and the board discussed a proposed alternative schedule for providing a second staff member at the Attica branch for improved safety. Ms. Aldrich explained this alternative was developed after discussion with the full supervisory staff when she presented the previously approved plan to them. Some concerns had been raised by some of these staff members about the schedule and about the time frame to implement the changes. After discussion, it was decided to remain with the previously approved plan for 2019, but to revisit the topic when the 2020 budget was in preparation.

11.

New Business
A: Overdue Materials Policy
Ms. Aldrich suggested the library increase the amount at which patrons are blocked for overdue fees from $5.00 to $10.00. She said this change was suggested by staff at the in-service day, and research after had found that most libraries had block levels in the $10 - $15 range. Ms. Aldrich said there was concern about how quickly child patrons in particular could end up blocked and then be unable to access computers for homework. After some discussion, Ms. Miller moved to increase the block amount to $10.00, seconded by Ms. Stroebel. Motion carried.

Ms. Aldrich said there was also concern about the criteria used to determine which patrons’ accounts were sent to Unique Management, the library’s collection agency. Currently, she said, all accounts owing $25.00 or more were sent, regardless of whether the fines were for overdue fees or lost items. She suggested only sending patrons for lost items instead, saying that it seemed overly punitive to send accounts to collections just for overdue fees. She said this was the practice followed by all the neighboring libraries that use the collection agency. After some discussion, Ms. Stroebel moved to stop sending patron accounts to collections for overdue fees alone, seconded by Ms. Kocik. Motion carried.
B: Scanning Services Policy
Ms. Aldrich asked that the board consider another policy change suggested by staff, to stop charging for scanning. She explained the library now had newer, more capable equipment that made scanning more efficient and less time consuming for staff, and that a survey of Michigan libraries revealed no other libraries currently charging for this service. Additionally, she said, scanning only brought in about $36.00 in fees last year, so changing this policy would not have a large effect on revenues. Ms. Kocik moved to stop charging for scanning, seconded by Ms. Bissett. Motion carried.

C: Emergency Closing Plan
The board discussed the library’s emergency closing plan and related policies, to clarify the procedures followed. Ms. Aldrich went over the steps she and the board president (or another board member in the president’s absence) typically take when making these decisions, and the board reviewed the policies.

D: Payment in Lieu of Health Insurance
In response to Ms. Miller’s suggestion at the previous meeting to look into switching the annual payment in lieu of health insurance to payments spread across each pay period, Ms. Aldrich presented some options for the board to consider. After some discussion, it was decided at this time to stay with the annual payments and the existing payment amount.

E: Copier Lease
Ms. Aldrich said the library's copier provider had recommended this item be added to the agenda as the copier lease would be ending in February, and they had planned to offer replacement or purchase options for the board to review. However, it was found that the contract originally entered into was for a $1.00 buyout at the lease end, so no further action was necessary.

12. Communications
Communications included newspaper articles about library events.

13. Adjournment
Ms. Kocik moved to adjourn, seconded by Ms. Stroebel. Motion carried. The meeting adjourned at 7:55 pm.

Tracy Aldrich, Library Director 2-7-19