1. **Call to Order**
The meeting was called to order at 6:32 pm.

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

3. **Additions/Deletions/Approval of Agenda**
Ms. Aldrich requested that item 10F, Office Furniture, be added to the agenda under new business. Ms. Hibbler moved to approve the agenda as amended, seconded by Ms. Kocik. Motion carried unanimously.

4. **Additions/Deletions/Approval of Minutes of May 2018 Regular Meeting**
Ms. Kocik moved to approve the minutes of the May 2018 meeting as presented, seconded by Ms. Hibbler. Motion carried unanimously.

5. **Approval of Bills/Financial Status**
The board reviewed the bills and financial reports. Ms. Aldrich noted that the most recent electric bill reflected a 20% drop in usage with a reduction in cost of $119, apparently due to the LED lighting conversion. Ms. Miller moved to approve the payment of bills in the amount of $27,058.51 and payroll in the amount of $21,702.01, seconded by Ms. Kocik. Motion carried unanimously.

6. **Public Comment**
There was no public comment.

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

8. **Committee Reports**
There were no committee reports.

9. **Old Business**
**A: Millage Renewal**
Ms. Aldrich stated she would be attending Attica Township, Imlay Township, and Imlay City municipal meetings this month to share the summer newsletter along with information on the millage proposal. Ms. Miller, Ms. Kocik, and Ms. Hibbler said they would be willing to attend the meetings as well to talk about the millage.

Ms. Aldrich then explained that should the August millage request fail, there would be only a few days before the deadline to place it on the November ballot. She suggested the board select a tentative date to hold a special meeting in case it needed to adopt a resolution to put the proposal back on the November ballot. The board chose August 9 at 6:30 pm as a tentative special meeting date.
New Business
A: Board Officers
Per the board bylaws, with the death of President Davenport, Vice President Brett assumed the President’s office for the remainder of the term, through December 31, 2018. Trustee Miller volunteered to take over as Vice President, and was so elected unanimously.

B: Bank Account Authorizations
Ms. Miller moved to remove Don Davenport as a signer due to his sudden passing, and to add Conni Brett as a signer on all accounts, seconded by Ms. Hibbler. Motion carried unanimously. Ms. Aldrich said she would make plans next week with Ms. Brett to complete the necessary paperwork at all the banks holding library accounts.

C: Purchasing Policy
Ms. Aldrich proposed a change in the Purchasing Policy to allow her more flexibility in booking the Summer Reading performers and ordering the Summer Reading materials through the Mideastern Michigan Library Cooperative (MMLC.) The current policy allowed for $1,500 to be spent without preauthorization on Summer Reading performers and another $1,500 separately on Summer Reading materials. After discussions with the Youth Services Coordinator concerning rising costs of performers and issues with invoicing, Ms. Aldrich proposed allowing the same total $3,000 MMLC amount for Summer Reading, but with the flexibility to allocate it between performers and materials as needed, at the discretion of library staff and herself. Ms. Kocik moved to approve the Purchasing Policy revision as presented, seconded by Ms. Miller. A roll call vote was taken: 4 yeas, 0 nays, 2 absent, 1 deceased. Motion carried.

Yeas 4  Miller, Kocik, Hibbler, Brett
Nays 0
Absent 2  Bissett, Stroebel
Deceased 1  Davenport

D: Audit Report
The board reviewed the 2017 audit report from King & King CPAs. The library received a clean audit and a positive review. Ms. Hibbler moved to accept the audit report and authorize King & King CPAs to send it to the State of Michigan for filing, seconded by Ms. Miller. Motion carried unanimously.

E: Air Conditioners
Ms. Aldrich reported that the annual AC inspections and tune ups were completed, and that as predicted last year, one of the units, a 5 ton Trane, was now in need of replacement due to coolant leak, along with some other issues. The unit was now turned off. The board reviewed a quote from Root's Heating & Cooling for $3,275 to replace the unit. Ms. Kocik moved to approve Root’s Heating & Cooling estimate of $3,275 to replace the 5 ton Trane unit, seconded by Ms. Hibbler. A roll call vote was taken: 4 yeas, 0 nays, 2 absent, 1 deceased. Motion carried.

Yeas 4  Brett, Kocik, Miller, Hibbler
Nays 0
Absent 2  Bissett, Stroebel
Deceased 1  Davenport
F: Office Furniture
Ms. Aldrich gave an update on the progress of the Wish List items to be purchased using the unexpected additional PPT reimbursement money, stating that the LED lighting conversion, the automatic front door opener installation, and the computer lab chair replacements had all been completed, totaling $12,727 of the available $24,201. The AC unit just approved would encumber $3,275, leaving $8,199 for two other high-priority items, office furniture and youth/teen area furniture. The board reviewed a proposed order for office furniture totaling $3,598 from Ballard Designs, including desks, a file credenza, and bookcase hutch. Ms. Miller moved to approve the order for office furniture from Ballard Designs for $3,598, seconded by Ms. Kocik. A roll call vote was taken: 4 yeas, 0 nays, 2 absent, 1 deceased. Motion carried.

Yeas 4      Hibbler, Kocik, Brett, Miller
Nays 0
Absent 2     Bissett, Stroebel
Deceased 1   Davenport

11. Communications
Communications included the library’s informational millage brochure, the summer newsletter, and a number of newspaper articles on library events and the passing of library board President Don Davenport.

12. Adjournment
Ms. Kocik moved to adjourn, seconded by Ms. Hibbler. Motion carried. The meeting adjourned at 7:21 pm.

Tracy Aldrich, Library Director
7-5-18