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, Angie McCoy. Present remotely: Cynthia Stroebel. Absent: Karen Hibbler, Deb Miller. Also Present: Library Director Tracy Aldrich.

3. Additions/Deletions/Approval of Agenda
Ms. Bissett moved to approve the agenda as presented, seconded by Ms. McCoy. Motion carried unanimously.

4. Additions/Deletions/Approval of Minutes of May 2019 Regular Meeting
Ms. Kocik moved to approve the minutes of the May 2019 regular meeting, seconded by Ms. Bissett. Motion carried unanimously.

5. Approval of Bills/Financial Status
The board reviewed the bills and financial documents. Ms. McCoy moved to approve payment of the bills in the amount of $19,171.04 and payroll in the amount of $21,508.51, 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: 2020 Special Projects
The board reviewed an updated quote on carpeting; Ms. Aldrich explained it was for a new sample that both better matched the building and was cheaper at nearly $2,500 less, as it was a slightly lighter weight. There were questions about how well it would hold up compared to the initial sample; Ms. Aldrich said the contractor assured her the difference in weight was negligible and they should see no difference in longevity. The quote for the upstairs carpeting was $26,300 and the downstairs $3,630. The board also reviewed a quote on tiling for the three restrooms totaling $21,487.60. Ms. Brett mentioned her husband, a builder, had reviewed the tiling quote and found it very reasonable. Ms. Aldrich said there was no guarantee the quotes would still be the same once the library was ready to take the projects on in 2020, but at least the estimates gave her an idea of relative costs to use in budget preparation. There was discussion of whether a deposit might be required to secure the carpet selections; Ms. Aldrich said she was waiting to hear from the contractor.

B: Health Insurance Renewal
Ms. Aldrich gave an update on the Michigan Library Association group insurance that
was started recently, reporting that the group had just been closed to new enrollees as a court ruled it was not in compliance with ERISA. Ms. Aldrich said the quote she had received from the group just before it was closed was the same price as the plan the library has through its current provider, so there were apparently no cost savings yet as had been hoped for with the MLA group.

The board then reviewed the revised Insurance policy from the library's policy manual, updated by Ms. Aldrich to reflect the changes voted on at the previous meeting, namely, that the library pay the dental and vision portions of the Guardian premiums at the same 100% they pay the disability and life insurance portions. Ms. Bissett moved to adopt the Insurance policy as revised, seconded by Ms. McCoy. Motion carried unanimously.

C: Part Time PTO Benefits
Ms. Aldrich reported she had researched whether other area libraries pay part time staff for holidays, and that they generally pay part time staff if the holiday falls on a day they are scheduled to work (just as they would for similar closures like a snow day or power outage.) The one library that does not said it is in the process of changing its policy to do so. Ms. Stroebel asked if the part time staff could instead make up their lost time elsewhere in the week and there was discussion; Ms. Aldrich said this is difficult to do because there are already other staff working those days, and it's also a question of equity. She recommended the library board consider adopting a similar policy to that of area libraries, paying part time staff for holidays that fall on their scheduled work days, and suggested the matter be brought up again for a decision in the fall when the board reviews the holiday and other closings schedule.

She also said other libraries are discussing whether to add PTO for part time staff, and everyone has similar questions. There was discussion of some of these questions, such as how much and what type of PTO to offer; whether it would carry over at year end; in what increments it could be taken; and how long an employee would need to work before they could use it. The board asked Ms. Aldrich to see what Inlay City had done with regard to part time PTO, and decided not to take action yet on this topic as it was proving to be more complicated than could likely be resolved by the time the 2020 budget work was underway.

10. New Business
A: FY 2018 Audit Report
Ms. Aldrich reported the library received a clean audit report. She also presented the new four year audit contract from King and King CPAs, which had a $500 increase to $4,400 a year. Ms. Kocik moved to accept the audit report, seconded by Ms. Bissett. Motion carried unanimously. Ms. McCoy moved to approve the contract with King and King for another four years with the $500 increase, seconded by Ms. Kocik. Motion carried unanimously.

B: Debit Card Account
Ms. Aldrich described some of the difficulties encountered recently in attempting to pay bills from vendors who require online payments, and with staff registering for conferences which require credit cards for the hotels. She said the auditor recommended the library open a checking account with a debit card, deposit only the minimal amount required to avoid fees, and then transfer the needed funds into it at the time a bill is to be paid. The library’s main checking account would be protected with this method. Ms. Kocik moved to approve opening a checking account for debit card use, seconded by Ms. Bissett. Motion carried unanimously.
C: Repairs: Fascia Boards, Shelf Supports, Painting
The board reviewed quotes from Brandon Emmons, the new handyman, to finish the shelf strengthening project for $2,300; repainting a wall for $235; and installing aluminum over the fascia boards on the whole perimeter of the library for $2,400. Ms. Stroebel raised questions about the fascia project, and asked Ms. Aldrich to get further details from the contractor, specifically, whether any of the wood sections themselves need to be replaced before the aluminum goes on and whether the gutters are getting water behind the wood and if so, if that will continue behind the aluminum. Ms. Bissett moved to approve the quote for shelf brackets at $2,300 and wall repainting for $235, seconded by Ms. Kocik. Motion carried unanimously.

D: Obsolete Wooden Shelving
Ms. Aldrich asked if the library could offer for sale some obsolete wooden shelving from the magazine unit that is incompatible with any other use in the building. The board agreed but was uncertain on price; they suggested Ms. Aldrich consult with the handyman. Ms. McCoy moved to offer the obsolete wooden shelving for sale, with the director to set the price at her discretion, seconded by Ms. Kocik. Motion carried unanimously.

E: Biblioboard
Ms. Aldrich presented a proposal from Biblioboard, a software suite that enables self-publishing and multimedia displays, suggesting it might be useful for local authors and families wishing, for example, to record the histories of their farms and businesses, and for mounting exhibits in cooperation with the local history museum for Imlay City’s sesquicentennial next year. She said she had first reviewed the software but found it too expensive for the library at $3,180, after which she suggested to the vendor he contact Valley Library Consortium to see if there was group interest; there was and it brought the price down over $1,400 to $1,755. Ms. Kocik moved to purchase Biblioboard for one year at $1,755, seconded by Ms. Bissett. Motion carried unanimously.

F: Halloween Hours and Event
Ms. Aldrich suggested revisiting the early Halloween closing in light of some negative feedback and also to accommodate a community request, explaining that the library had received requests from patrons who live in the country asking if they could set up on library property to participate in the town’s trick or treating. She said the library’s insurer okayed the event from a liability standpoint. She suggested the library return to regular hours for Halloween and offer the community the area in front of the library entrance, on the apron and grassy area, to set up for handing out treats, keeping the parking lot available for patron parking. The board agreed to change the closing calendar accordingly.

11. Communications
Communications included newspaper articles and the summer newsletter.

12. Adjournment
Ms. McCoy moved to adjourn, seconded by Ms. Kocik. Motion carried unanimously. The meeting adjourned at 7:52 pm.

Tracy Aldrich, Library Director 7-11-19