Ruth Hughes Memorial District Library
Regular Meeting of November 14, 2019
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, Carol Kocik, Angie McCoy, Cynthia Stroebel. Absent: Deb Miller. Also Present: Library Director Tracy Aldrich.

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

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

5. Approval of Bills/Financial Status
The board reviewed the monthly bills and financial statements, including transactions made with the library’s new debit card.
Ms. Stroebel moved to approve payment of the bills in the amount of $16,868.32, the debit card purchases in the amount of $761.46, and payroll in the amount of $21,901.41, seconded by Ms. McCoy. 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: Repairs – Fascia Boards
Ms. Aldrich explained that due to an injury to himself and a loss of staff, the library’s handyman was backlogged with projects, including the fascia board recovering that was approved by the board in July. With some unexpected and costly repairs that had come up later in the year, including sewage pump and parking lot lighting failures, Ms. Aldrich suggested it would be helpful to move the fascia board project to FY 2020, since the handyman said waiting another few months should not cause any problems. Ms. McCoy moved to amend her
previous motion to approve the $2,400.00 quote from Brandon Emmons Construction for fascia board recovering, with the work to be done in FY 2020, seconded by Ms. Bissett. Motion carried unanimously.

B: 2020 Special Projects – Carpet
Ms. Aldrich explained that the library’s recommended contractor for the 2020 carpet installation project had asked if the board could commit now via a motion approving their quote, as they had other job offers which were on hold until they could get the library’s booked. Ms. Aldrich said the contractor expected to be able to start the first week of January, depending on their supplier. The board reviewed the quote. Ms. Hibbler moved to approve the quote from Rick Guerrero Flooring for $30,130.00, with the work to be done in 2020, seconded by Ms. Bissett. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried.

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

New Business
A: Sewage Pump Repairs
Ms. Aldrich reported that she had to authorize emergency repairs to a sewage pump that failed, at a cost of $3,350.00, and explained that, per the library’s auditor, the board now needed to retroactively approve this expenditure. Ms. Bissett moved to approve the payment of $3,350.00 made to Bliss Plumbing for sewage pump repair, previously authorized by Director Tracy Aldrich as a permitted emergency expenditure, seconded by Ms. McCoy. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried.

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

B: Annual Payment in Lieu of Health Benefits
Ms. Stroebel moved to make the annual payment in lieu of health benefits in the amount of $500.00 each to Diane Willick and Amanda Summers on the final December paycheck, seconded by Ms. Kocik. Motion carried unanimously.

C: Attica Branch Snow Removal/Salting
Ms. Aldrich reported that she had heard from the Attica Township groundskeeper that there were concerns regarding the cost of salting the library, and that they had stopped doing the long drive as a result. Ms. Aldrich reminded the board the cost of salt had doubled last year, resulting in much larger winter maintenance bills throughout the state. She suggested the library offer to help Attica Township cover the costs of salting the branch library starting with the new budget year on January 1, 2020, with the details to be worked out in a discussion. The board had no objection. Ms. Aldrich said she would send a letter to the township.
D: Library Director Temporary Work From Home Authorization
Ms. Aldrich shared information about an upcoming medical procedure with the board, and her concerns about managing the library's business and her workload during this time. Ms. Stroebel moved to allow the library director to work from home if required due to recovery time from a medical procedure, seconded by Ms. Kocik. Motion carried unanimously.

10. Communications
Communications included a patron compliment card, and newspaper articles about library events.

11. Adjournment
Ms. Bissett moved to adjourn, seconded by Ms. Hibbler. Motion carried unanimously. The meeting adjourned at 7:17 pm.

[Signature]

Tracy Aldrich, Library Director 12-5-19