Ruth Hughes Memorial District Library
Regular Meeting of September 5, 2019
Imlay City, MI – 6:30 PM

Minutes

1. **Call to Order**
The meeting was called to order at 6:31 pm.

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

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

4. **Additions/Deletions/Approval of Minutes of August 2019 Regular Meeting**
Ms. Hibbler moved to approve the minutes of the August 2019 meeting as presented, seconded by Ms. Kocik. Motion carried unanimously.

5. **Approval of Bills/Financial Status**
The board reviewed the bills and financial documents. Ms. Stroebel moved to approve payment of the bills in the amount of $12,507.16 and payroll in the amount of $21,867.56, 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: **Staffing Levels & Payroll Budget**
   Ms. Aldrich gave the board an update on some challenges being experienced with filling the page position at Attica, again recently vacated by the most recent hire who took a job with higher pay, PTO benefits, and no weekends. Ms. Aldrich said the wages the library can afford have apparently become uncompetitive, with most jobs in the area seeming to start a few dollars higher, and with PTO benefits common. She said she and the supervisory staff are continuing to interview applicants, and are prioritizing the evening shifts over the day if they are unable to fill all four, based on feedback from Attica staff.
B: Part Time PTO Benefits
Ms. Aldrich said that with Goodland recently changing its policy, Ruth Hughes is now the only area library that does not provide holiday closing pay to part time staff. She suggested a revision to the Holiday Policy that would extend holiday pay to part time staff should the library be closed for a compensated holiday on one of their regularly scheduled work days.
Ms. Hibbler moved to approve the proposed Holiday Policy revision, to take effect on January 1, 2020, seconded by Ms. Kocik. Motion carried unanimously.

10. New Business
A: 2020 Calendar
The board reviewed and discussed the proposed schedule of closings for 2020 along with a comparison of holiday closings for area libraries; Ruth Hughes was within the common ranges.
Ms. Miller moved to approve the proposed 2020 library closing dates, seconded by Ms. Hibbler. Motion carried unanimously.

11. Communications
Communications included a newspaper article and the fall newsletter.

12. Adjournment
Ms. Kocik moved to adjourn, seconded by Ms. Stroebel. Motion carried unanimously. The meeting adjourned at 7:07 pm.

Tracy Aldrich, Library Director  10-3-19