

Ruth Hughes Memorial District Library
Regular Meeting of May 9, 2024
Imlay City, MI – 6:30 PM

Minutes

- 1. Call to Order**
The meeting was called to order at 6:32pm.
- 2. Roll Call**
Present: Carol Kocik, Cynthia Stroebel, Angie McCoy, Karen Hibbler, Deb Miller, Conni Brett. Absent: Mary Lou Bissett. Also present: Library Director Tracy Aldrich.
- 3. Additions/Deletions/Approval of Agenda**
Ms. Miller moved to approve the agenda, seconded by Ms. Kocik. Motion carried unanimously.
- 4. Additions/Deletions/Approval of Minutes of April 11, 2024 Regular Meeting**
Ms. Stroebel moved to approve the minutes of the April 11 regular meeting, seconded by Ms. Miller. Motion carried unanimously.
- 5. Approval of Bills/Financial Status**
The board reviewed the bills and financial reports. Ms. Stroebel moved to approve the bills in the amount of \$28,311.30, debit card purchases in the amount of \$307.55 and payroll in the amount of \$18,093.49, seconded by Ms. McCoy. Motion carried unanimously.
- 6. Public Comment**
There was no public comment.
- 7. Library Director's Report**
The board received the monthly director's report.
- 8. Committee Reports**
There were no committee reports.
- 9. Old Business**
 - A: Roof**
Still under research.
 - B: Trustee Emails**
Still under research.
 - C: Director Mobile Phone**
Still under research.
 - C: Salary & Wages**
Still under research.

10. New Business

A: FY 2023 Audit Report

The board was presented with the Audited Financial Report for December 31, 2023. Ms. Stroebel made a motion to accept the report, seconded by Ms. McCoy. Motion carried unanimously.

B: FY 2025 Budget

Ms. Aldrich gave an overview on the actions that need to be completed before the budget hearing meeting can be held.

C: ACH Policy

The board was presented with a draft of the Automatic Clearing House (ACH) Policy for review. Once the review is complete, it will be sent to attorney Anne Seurnyck for approval.

D: Conference Room Use Policy

The board was presented with an updated conference room use policy. Ms. Hibbler made a motion to accept the policy as revised, seconded by Ms. Miller. Motion carried unanimously.

E: Phone & Internet Services

Still under research.

F: Director Resignation

The board was presented with the director's resignation letter. Ms. McCoy made a motion to approve a memo to authorize paying Ms. Aldrich for the hours she has worked from home since her reduced 20-hour a week on-site schedule began in mid-January, due to a family health situation, to be compensated in her final paycheck, seconded by Ms. Stroebel. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried.

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

11. Communications

Communications included an updated Trustee list, school tour handouts, and summer reading program flier.

12. Adjournment

Ms. Kocik moved to adjourn, seconded by Ms. Stroebel. Motion carried unanimously. The meeting adjourned at 7:32pm.

Carol Kocik (signed electronically)

Carol Kocik, Secretary

5-13-24