

**Ruth Hughes Memorial District Library**

Regular Meeting of March 14, 2024

Imlay City, MI – 6:30 PM

**Minutes**

**1. Call to Order**

The meeting was called to order at 6:35 pm.

**2. Roll Call**

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

**3. Additions/Deletions/Approval of Agenda**

Ms. Kocik moved to approve the agenda, seconded by Ms. Hibbler. Motion carried unanimously.

**4. Additions/Deletions/Approval of Minutes of February 8, 2024 Regular Meeting**

Ms. McCoy moved to approve the minutes of the February 8 regular meeting, seconded by Ms. Miller. Motion carried unanimously.

**5. Approval of Bills/Financial Status**

The board reviewed the bills and financial reports. Ms. Kocik moved to approve the bills in the amount of \$35,397.19, debit card purchases in the amount of \$1,475.77 and payroll in the amount of \$19,860.17, seconded by Ms. Hibbler. 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: Director Schedule**

The Directors schedule will remain as previously discussed through July, and will be revisited at the August meeting.

**B: Raymond James CD**

Ms. Hibbler made a motion to move all of our funds at Raymond James into a Raymond James Premium Rate Sweep Account savings program, seconded by Ms. McCoy. A roll call vote was taken: 5 yeas, 0 nays, 2 absent, motion carried.

Yeas 5 Hibbler, Kocik, Brett, Miller, McCoy

Nays 0

Absent 2 Stroebel, Bissett

**10. New Business**

**A: Copier Disposition**

Ms. Hibbler will assist Ms. Aldrich with getting a quote for the old copier's worth from her school's copy machine contractor, then Ms. Aldrich will post the information on Facebook until the end of April. If it hasn't sold by then, the status will change to "Free". If there are still no takers, Ms. Aldrich will work with handyman Justin Fournier on disposal/recycling.

**B: Attica Lease Renewal**

Ms. Kocik moved to approve the proposed three-year Lease and Service Agreement for the Attica Branch library, seconded by Ms. Miller. Motion carried unanimously. Ms. Aldrich will send it to the Township for their approval.

**C: Trustee Emails**

Ms. Aldrich will look into what it would take to set up designated library trustee email accounts and bring the information to the next meeting.

**D: Director Mobile Phone**

Ms. Aldrich will look into a dedicated mobile phone for her use and bring the information to the next meeting.

**11. Communications**

Communications include the Spring newsletter.

**12. Adjournment**

Ms. Kocik moved to adjourn, seconded by Ms. McCoy. Motion carried unanimously. The meeting adjourned at 8:10 pm.

*Carol Kocik (signed electronically)*

Carol Kocik, Secretary

3-18-24