

Ruth Hughes Memorial District Library

Regular Meeting of June 13, 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: Interim Library Director Lisa Cox.

3. Additions/Deletions/Approval of Agenda

Ms. Stroebel moved to approve the agenda, seconded by Ms. McCoy. Motion carried unanimously.

4. Additions/Deletions/Approval of Minutes of May 9, 2024 Regular Meeting

Ms. Stroebel moved to approve the minutes of the May 9 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 \$46,056.29, less \$6,810.30, for a total of \$39,245.99, debit card purchases in the amount of \$238.58 and payroll in the amount of \$18,628.38, seconded by Ms. Hibbler. Motion carried unanimously.

6. Public Comment

There was no public comment.

7. Library Director's Report

There was no monthly director's report.

8. Committee Reports

The Personnel Committee met to clarify what to ask Eric Palmer re: Director Job Posting and get his approval of changes. He has sent to all CoOP Directors and posted on MichLib. Also discussed was the comp pay for Interim Director Lisa Cox.

9. Old Business

A: Roof

The board was presented with three quotes.

B: Trustee Emails

Item tabled for now.

C: Director Mobile Phone

Item tabled for now.

D: Salary & Wages

Item tabled for now.

E: FY 2025 Budget Prep

Item tabled for now.

F: ACH Policy

Item tabled until new director.

G: Phone & Internet Services

Item tabled for now.

10. New Business

A: Director Search Updates

The posting was reviewed by Eric Palmer and updated to add Bachelors and experience to widen the field. He stated the population numbers were not a problem. Discussion around hiring a search company with several estimates given. Will leave the job posting as it is for now.

B: Interim Bookkeeper

Malear Depape & Assoc LLC has been temporarily hired.

C: Elevator repair/upgrade

The required elevator repair/upgrade is complete and the balance due was paid.

D: Drain Issue

Bennett Asphalt didn't notice anything when they came out to check the parking lot drain. It will continue to be monitored and a call will be placed if we think something is wrong.

E: Director Laptop

Laptop and black and white printer have been returned. The laptop has been updated and set up for the new director by our IT contractor.

F: Tri County Bank Log in verification

Haven't needed but Ms. Brett or Ms. Hibbler can do this.

G: Director Payroll Error

An error was made by King and King on the 5/31/24 director payroll. It has since been resolved.

H: Bank Account Signers

Ms. McCoy made a motion to remove Tracy Aldrich as a signer from all accounts at Tri County Bank seconded by Ms. Stroebel. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried.

Yeas 6 Brett, Miller, Hibbler, McCoy, Stroebel, Kocik

Nays 0

Absent 1 Bissett

I: Debit Cards

Ms. Brett is listed on the debit card until a new director is in place.

11. Communications

Communications include a newspaper article on the library director.

12. Adjournment

Ms. Hibbler moved to adjourn, seconded by Ms. Miller. Motion carried unanimously. The meeting adjourned at 8:04pm.

Carol Kocik (signed electronically)

Carol Kocik, Secretary

6-14-24