

## **Ruth Hughes Memorial District Library**

Regular Meeting of March 3, 2022

Imlay City, MI – 6:30 PM

### **Minutes**

**1. Call to Order**

The meeting was called to order at 6:34 pm.

**2. Trustee Reappointments & Oaths of Office**

Ms. Aldrich reported that Imlay Township had reappointed Ms. Bissett for another term along with Attica Township reappointing Ms. Miller for another term. Both terms to expire on December 31, 2025. Ms. Bissett and Ms. Miller took the oath of office and were sworn in by board president Brett.

**3. Roll Call**

Present: Mary Lou Bissett, Cynthia Stroebel, Carol Kocik, Deb Miller, Conni Brett, Karen Hibbler.

Absent: Angie McCoy.

Also present: Library Director Tracy Aldrich.

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

Ms. Brett asked for one addition, Committee Assignments, to the agenda Item 11 A: Election of Officers. Ms. Stroebel moved to approve the agenda as amended, seconded by Ms. Bissett. Motion carried unanimously.

**5. Additions/Deletions/Approval of Minutes of November 4, 2021 Regular Meeting**

Ms. Miller moved to approve the minutes of the Nov 4 regular meeting, seconded by Ms. Stroebel. Motion carried unanimously.

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

The board reviewed the bills and financial reports. To note the reports covered November 2, 2021 through February 25, 2022 as the December and January board meetings were cancelled and the February 3 meeting rescheduled due to the pandemic surge and the concurrent inability to legally hold virtual meetings any longer. Ms. Stroebel moved to approve the bills in the amount of \$65,330.96, debit card purchases in the amount of \$1,111.75 and payroll in the amount of \$86,024.76, seconded by Ms. Miller. Motion carried unanimously.

**7. Public Comment**

There was no public comment.

**8. Library Director's Report**

The board received the monthly director's report. To note the report covered November 2021 through early February 2022.

**9. Committee Reports**

There were no committee reports.

**10. Old Business**

**A: FY 2021 Year-End Budget Revisions**

Ms. Aldrich explained the one revision to Insurance for FY 2021. This accounts for a slightly higher than expected cost for property, liability, and workers' comp insurance. Ms. Miller moved to amend the 2021 Budget to add \$200.00 to the Insurance line, seconded by Ms. Stroebel. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried.

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

**B: FY 2021 Annual Payment in Lieu of Health Insurance**

Ms. Aldrich noted it was time to decide on the annual payments made to full time staff who did not take their health benefits. Ms. Stroebel moved to approve the annual \$500 payment in lieu of health benefits to staff member Diane Willick, seconded by Ms. Kocik. A roll call vote was taken: 6 yeas, 0 nays, 1 absent, motion carried.

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

**C: Novel Coronavirus COVID-10 and the Library: Updates & Sick Leave Policy Revision**

Ms. Aldrich presented an update on the COVID-19 statistics in Lapeer County. The library is currently following the CDC recommended changes to the mask guidelines. All social distancing signage has been removed, the lab is now fully opened, the toys are now out at Attica and will be so in the next week or two at Imlay City. On March 1<sup>st</sup> both branches returned to their full hours. Curbside assistance is still available.

The board then reviewed the revised Sick Leave Policy, which Ms. Aldrich said needed to be updated due to the changed CDC guidance on the length of quarantine periods. Ms. Hibbler suggested removing the number of days required and instead inserting language saying the Sick Leave Policy would follow current CDC guidelines regarding length of quarantine. Ms. Hibbler moved to approve the sick leave policy as amended, seconded by Ms. Bissett. A roll call vote was taken: 5 yeas, 1 nays, 1 absent, motion carried.

Yeas	5	Brett, Hibbler, Kocik, Bissett, Stroebel
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Nays	1	Miller
Absent	1	McCoy

**11. New Business**

**A: Election of Officers & Committee Assignments**

Ms. Hibbler moved to accept the current slate of candidates, Ms. Brett as President, Ms. Miller as Vice President, Ms. Hibbler as Treasurer, and Ms. Bissett as Secretary, to their nominated positions for the next two years, seconded by Ms. Stroebel, motion carried unanimously.

The board agreed to the following Committee Assignments:

Budget – Ms. Hibbler, Ms. Bissett, Ms. McCoy  
Personnel – Ms. Brett, Ms. Miller, Ms. Stroebel  
Policy – Ms. Kocik, Ms. Stroebel, Ms. Miller

**B: 2022 Meeting Schedule**

The board received the 2022 meeting schedule.

**C: Mandatory Uniform Chart of Account Changes**

The board received the Mandatory Uniform Chart of Account Changes for their own records.

**D: FY 2022 Payroll Budget & Staff Changes**

Ms. Aldrich recommended when Diane Willick transitions to the library assistant position the we pay her at the top of the scale for that job which is \$14.00 per hour. Ms. Aldrich also requested that we authorize her to hire two current staff members as substitute supervisors, giving us greater flexibility with scheduling when we are short and to help prevent reduced hours during such shortages. The starting rate for supervisors is currently \$16.59 per hour. Ms. Stroebel moved to start Diane Willick at \$14.00/hour when she transitions to the library assistant and to hire Diane Willick and Cheryl Burtrum as substitute supervisors at \$16.59/hour, seconded by Ms. Kocik, motion carried unanimously.

**12. Communications**

Communications included a pamphlet about 1,000 books before Kindergarten, Winter 2022 newsletter, pamphlet about the library going fine free, holiday card from the Doll Club, and several newspaper articles.

**13. Adjournment**

Ms. Kocik moved to adjourn, seconded by Ms. Stroebel. Motion carried unanimously. The meeting adjourned at 7:40 pm.

*Carol Kocik (signed electronically)*

Carol Kocik, Trustee

4-7-22