Ruth Hughes Memorial District Library
Regular Meeting of May 5, 2022
Imlay City, MI – 6:30 PM

Minutes

1. **Call to Order**
The meeting was called to order at 6:34 pm.

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

3. **Additions/Deletions/Approval of Agenda**
Ms. Hibbler moved to approve the agenda as amended, seconded by Ms. Bissett. Motion carried unanimously.

4. **Additions/Deletions/Approval of Minutes of April 7, 2022 Regular Meeting**
Apr minutes were not submitted and will be pending approval until next month’s meeting.

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 $12,455.90, debit card purchases in the amount of $973.16, and payroll in the amount of $21,670.77, seconded by Ms. Kocik. 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: Novel Coronavirus COVID-10 and the Library**
   No updates. Continuing to watch the numbers.

   **B: Chart of Accounts Changes**
   The board was presented with a corrected Chart of Account changes.
C: Attica Cleaning Quote
The board was presented with an updated quote for the cleaning of the Attica branch. Ms. Miller made a motion to contract with Country Clean to clean the Attica branch twice a month/every other week at a cost of $2,040.00 annually, seconded by Ms. Hibbler. Motion carried unanimously.

D: Facilities Manager Position
The board was presented with an overview of the Facilities Manager position. Ms. Stroebel made a motion to post the job position with the pay range between $18.00 - $23.00/hr. giving Ms. Aldrich the authorization to determine the pay based on the applicant's qualifications, seconded by Ms. Hibbler. Motion carried unanimously.

10. New Business
A: Attica Shelving
Concern was expressed regarding the shelving units at Attica, which are moving when pushed. Ms. Hibbler made a motion to approve Mr. See to fix the units and to allow Ms. Aldrich the authorization of the payment, seconded by Ms. Miller. Motion carried unanimously.

B: Circulation Computers
The board reviewed a quote to replace the three circulation computers which are getting glitchy and slow due to their age (7 years for the Imlay computers and 5 years for Attica). Ms. Miller made a motion to accept the quote from CC's Computer Services to replace the three computers at a cost of $2,210.97, seconded by Ms. Stroebel. Motion carried unanimously.

11. Communications
Communications included: a newspaper article which printed a thank you from Lorry Traver, our Youth Services Coordinator, to Security Credit Union for their participation in our recent program for children, Smart Money Kids Read; a letter from State Senator, Kevin Daley, thanking our library for its valuable role in transforming lives and strengthening our communities; and the library's summer newsletter.

Adjournment
Ms. Stroebel moved to adjourn, seconded by Ms. Kocik. Motion carried unanimously. The meeting adjourned at 7:00 pm.

Carol Kocik (signed electronically)
Carol Kocik, Trustee 5-9-21