

Milan Public Library Board of Trustees  
Public Meeting of January 11, 2011  
Regular Meeting, 7:00 p.m.  
Milan Public Library Meeting Room

1. **Election of Officers – Tabled until next meeting.**
2. **Call to order at 7:08 p.m. Westbrooks,**
  - a. Trustees present: Millard Phillips, Randy Westbrooks, Valorie Gleason, & Nancy Shaw.
  - b. Trustees excused absent: Lar Biederman & Darlene Middleton
  - c. Staff Present: Library Director Susan Wess
3. **Public comment** – None.
4. **Suggestion Box** – Tabled until next meeting.
5. **Approval of Agenda** – MOTION: To approve agenda with addition to 15. New Business b. Flexible Spending Accounts by Shaw/Gleason, approved unanimously.
6. **Reading and Approval of Minutes** – MOTION: To approve the December 2010 minutes by Gleason/Shaw, approved unanimously.
7. **Correspondence** –None.
8. **Financial Report** –Trustee Phillips presented the financial results for the month of December 2010. MOTION to approve by Shaw/Gleason, approved unanimously.
9. **Approval of Bills, Payables and Bank Statements** - Motion to approve Bills & Payables by Gleason/Shaw and to table bank statement approval (for July – Nov 2010) by Gleason/Shaw, approved unanimously.
10. **Budget Amendments** – None.
11. **Building Study** – None.
12. **Committee Reports** – Tabled until next meeting.
13. **Director’s Report** –
  - Donations – We received generous donations from Tim & Nancy Shaw, Vern & Doris Campbell, and Clifford & Jodie Franklin.
  - Maintenance:
    - a. Heaters replaced in the Director’s office and the ladies restroom.
    - b. Monroe Heating & Plumbing came out to unclog toilet in ladies restroom.
    - c. Water fountain is beginning to act up.

- No word on State Aid at this point.
- Many valuable projects in the works at the library – grant requests, rearranging the children’s area for better space utilization, etc.
- Computer usage and circulation are down a bit from last year – consistent with other local libraries.
- eBook requests are starting.
- Local art work is on display.

**14. Old Business:**

- a. Update on Endowment Fund – Endowment gift drive is going well.
- b. Petty Cash - discussion of petty cash being raised above \$100 to help make change. The board decided that this was not the recommended approach at this time.
- c. Michicard Limits – **MOTION** to maintain the extended check out limit (of items) that was previously approved by the board by Phillips/Gleason, unanimously approved.

**15. New Business:**

- a. **Election of Officers** – tabled until next meeting.
- b. **Flex Spending Accounts** – The Board discussed the funding of the flexible spending account since money can be withdrawn before the entire contribution from employee is deposited.

**16. Adjournment:** MOTION to adjourn at 8:00 p.m. by Westbrook/Shaw, approved unanimously.

The next regular meeting February 8, 2011, 7:00 p.m.

Respectfully submitted,

Darlene Middleton, Secretary

Laurence Biederman, President