

Milan Public Library Board of Trustees  
Public Meeting of July 12, 2011  
Regular Meeting, 7:30 p.m.  
Milan Public Library Meeting Room

**1. Call to order at 7:29 p.m. Biederman,**

- a. Trustees present: Lar Biederman, Darlene Middleton, Valorie Gleason, Nancy Shaw & Randy Westbrooks.
- b. Trustees excused absent: Millard Phillips
- c. Staff Present: Library Director Susan Wess

**2. Public comment – NONE.**

**3. Suggestion Box – Patrons suggested the purchase of the following:**

- “Satan’s Sisters”, Star Jones
- “Swamplandia”, Karen Russell
- “Daughter’s Walk”, Jane Kirkpatrick
- “Devil Colony”, James Rollins
- “1105 Yakima Street”, Debbie Macomber
- “Longing”, Karen Kingsbury

Request from patron to purchase hand soap that is not anti-bacterial.

**4. Approval of Agenda - MOTION:** To approve agenda with addition to Item 14. New Business d. Cynthia, e. York Twp, f. Monroe yearly contract, Middleton/Shaw, approved unanimously.

**5. Reading and Approval of Minutes – MOTION:** To table the June 2011 minutes by Biederman/Gleason, approved unanimously.

**6. Correspondence** –President Biederman received a suggestion for purchase of books, he forwarded on to Director Wess. From Director Wess – the staff have come together and Michelle has shown great leadership (Director Wess was on vacation) to cover the absence of Cynthia (as a result of her accident). From Treasurer Phillips – he is proud of the accomplishments of the board. Due to health reasons, he is resigning as Treasurer effective July 12, 2011.

7. **Financial Report** –The board reviewed the financial results for the month of June 2011.  
MOTION to approve by Westbrook/Gleason, approved unanimously.
8. **Approval of Bills, Payables and Bank Statements** - Motion to approve Bills & Payables for June 2011 by Westbrook/Gleason approved unanimously. Motion to approve bank reconciliation for May 2011, by Biederman/Westbrook, approved unanimously.
9. **Budget Amendments** – **MOTION** to approve Resolution 66 July 12, 2011 (**SEE ATTACHED**) by Westbrook/Gleason, approved unanimously.
10. **Building Study** – None.
11. **Committee Reports** – Policy meeting met and is working on job descriptions and by laws. The board should review the By-Laws and bring comments to the next board meeting.
12. **Director's Report** –
  - Programming – Summer program is off to a great start – both adult and youth.
  - Maintenance – AC units are working well.
13. **Old Business:**
  - a. **Update on AC** – Working well in the main library – addition of window unit in the office area in the back has been extremely helpful. To complete the AC units – will require an additional \$2,700 for coverings, etc.
  - b. **Chase Bank Accounts**
    - Balance in checking – guidance is to keep minimum balance of \$15,000 in the checking account.
    - Office Manager, Director, and Treasury can transfer between savings & checking accounts.
14. **New Business:**
  - a. **Director's Evaluation** – President Biederman will begin this process this week.
  - b. **Board of Trustee By-Laws** – read them and send comments to President Biederman and/or bring to next board meeting.
  - c. **Penal Fines** – Reduction in penal fines largely due to reduction in weigh stations, staff of police officers, and fact that adjusted pleas (from speeding tickets to parking tickets) go 100% to the County. Expected that penal fines will decrease an additional 25%.
  - d. **Cynthia** – Update on ability to return to work after her car accident.
  - e. **York Township** – Will receive payment in July 2011.

- f. **Monroe Heating & Cooling Annual Contract – MOTION** to approve annual maintenance contract for the fiscal year 2011/2012, by Westbrook/Biederman, approved unanimously.
15. **Adjournment:** MOTION to adjourn at 8:30 p.m. by Biederman/Westbrook, approved unanimously. The next regular meeting August 9, 2011, 7:30 p.m.

Respectfully submitted,

Darlene Middleton, Secretary

Laurence Biederman, President