

Milan Public Library Board of Trustees
Public Meeting of August 14, 2012
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

1. Call to order at 7:44 p.m. Biederman,

- a. Trustees present: Larry Biederman, Darlene Middleton, Millard Phillips, Randy Westbrooks
- b. Trustees excused absent: Nancy Shaw
- c. Staff Present: Library Director Susan Wess & Barbara Beaton
- d. Public Present: Martha Churchill, Robert Chidester

2. Public comment – None.

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

- a. Playing with purpose: Inside the lives and faith of major league stars by Mike Yorkey
- b. Take Care CD by Drake
- c. The 4th in the Peter & Starcatcher series by Dave Barry & Ridley Peason
- d. Say Nice Things about Detroit by Scott Lasser
- e. Goldfinger by Ian Fleming (Audio Book)

4. Approval of Agenda - MOTION: To approve agenda with addition to 15. New Business g. Flip Pal, h. bylaws, i. DTE bills by Middleton/Westbrooks, approved unanimously.

5. Reading and Approval of Minutes – MOTION: To approve the July 2012 minutes by Westbrooks/Phillips, approved unanimously.

6. Correspondence – President Biederman contacted the board candidates and provided information on the role. Letter from Jennifer Perryman requesting library cards be issued to 4 year old children (current limit is 5 years old).

7. Financial Report –The board reviewed the financial results for the months of July 2012. MOTION to approve by Westbrooks/Biederman, approved unanimously.

8. Approval of Bills, Payables - Motion to approve Bills & Payables for July 2012 by Westbrooks/Middleton approved unanimously.

9. Bank Statements - Motion to table the bank reconciliations for September - December 2011 and January – June 2012, by Biederman/Middleton, approved unanimously. Motion to approve the bank reconciliation for July 2012 by Biederman/Westbrooks, approved unanimously.

10. Budget Amendments – None

11. Building Study – President Biederman had a good meeting with Rod Hill.

12. **Committee Reports** – The Finance Committee met with Monroe Plumbing & Heating to discuss the necessity and cost of replacing the heating system of the library. See item 14. A. below.

13. **Assistant Director's Report** –

- a. Adult Summer Reading Program is going well.
- b. Library Newsletter was issued and a fall one is planned.
- c. Library Web Page – Barbara, Sarah and Jennifer to start working on improving the site soon.
- d. Staff development – Sarah and Barbara to attend a library marketing workshop; Barbara will attend a New Director's workshop.

14. **Old Business:**

- a. **Boiler – MOTION** to approve the purchase of the boiler at a cost not to exceed \$69,000 by Westbrooks/Biederman, approved unanimously.

15. **New Business:**

- a. **New Trustee – MOTION** to make a decision on filling the board vacancy tonight by Westbrooks/Biederman, approved unanimously. MOTION to select Robert Chidester as a Board Trustee by Biederman/Middleton, approved unanimously.
- b. **Director Evaluation** – Send responses to President Biederman.
- c. **Thank You for Valorie** for years of service on the board.
- d. **Michigan Municipal League** – representative from MML was at the library to review boiler, electrical, and what the library does as far as background checks on employees.
- e. **Annual Report** – nice summary to be posted on the web site.
- f. **Library Millages** – All millages in Michigan passed except for one (Oxford).
- g. **Flip Pal** – A portable scanner was purchased for the use of library patrons and staff.
- h. **By- Laws** – President Biederman to send the most recent version of the by-laws to Susan.
- i. **DTE Bills** – New air conditioning units appear to be using less electricity, even given the heat of 2012.
- j. **Minimum library card age** - MOTION to lower the minimum age to have a library card at the age of 4 by Biederman/Westbrooks, approved unanimously.

16. **Adjournment:** MOTION to adjourn at 9:32 p.m. by Biederman/Middleton, approved unanimously. The next regular meeting is scheduled for September 11, 2012.

Respectfully submitted,

Randy Westbrooks, Secretary

Laurence Biederman, President