

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

1. Call to order at 7:00 p.m. Biederman,

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

2. Public comment – NONE.

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

- a. "Jeannie Out of the Bottle", Barbara Eden
- b. "Emily and Einstein", Linda Francis Lee
- c. "My Fair Mistress", Tracy Anne Warren
- d. "His Favorite Mistress", Tracy Anne Warren
- e. "The Accidental Mistress", Tracy Anne Warren
- f. "Leaving", Karen Kingsbury
- g. "Vicious Cycle", Terry Blackstock
- h. "Indelible", Kristen Heitzmann
- i. "Over the Edge", Brandilyn Colins
- j. "The Priest's Graveyard", Ted Dekker
- k. "The Judgement", Beverly Lewis
- l. "Momma Mia" – DVD
- m. "Tron" & sequel – DVD
- n. "We Cry Out" – CD
- o. "Manic Drive" – CD
- p. "Rehab" – CD
- q. Patron suggestion that library cards should be available to those people who desire one without restriction by age.

4. Approval of Agenda - MOTION: To approve agenda with addition to Item 13. Old Business c. Chase Accounts d. Downloadable Audio Books, 14. New Business e. Friends f. Summer Program Hours, Phillips/Shaw, approved unanimously.

5. Reading and Approval of Minutes – MOTION: To approve the February 2011 minutes by Phillips/Shaw, approved unanimously.

6. Correspondence –Letter from Barb Atkinson (Friends), Letter from Jennifer, and email from a travel & writing speaker.

7. Financial Report –Trustee Phillips presented the financial results for the month of March 2011. MOTION to approve by Shaw/Biederman, approved unanimously.

8. **Approval of Bills, Payables and Bank Statements** - Motion to approve bank statement and Bills & Payables for March 2011 by Biederman/Shaw approved unanimously.

9. **Budget Amendments – MOTION** to approve Resolution 61 April 12, 2011 (**SEE ATTACHED**) by Middleton/Shaw, approved unanimously.

10. **Building Study** – None.

11. **Committee Reports** – Policy meeting has scheduled meetings for the Thursday the week following the board meeting. Committee will be working on the QSAC certification. This will also involve updating the Library's policies to be consistent with QSAC requirements.

12. **Director's Report** –

- Staffing – making more room in the back so that staff can have their own space to work. Stephanie to finish college soon.
- Jennifer has scheduled several fun activities for children and teens during spring break.
- Difficult week at the Library – many technical malfunctions.

13. **Old Business:**

- a. **Millage 2011 – MOTION:** To request ¼ mill for 7 seven years in November 2011 by Biederman/Shaw, approved unanimously.
- b. **Confirmation of Election of Officers (if full Board is present) –MOTION** to approve the following Officers: Biederman as President, Westbrook as Vice President, Phillips as Treasurer, Middleton as Secretary by Gleason/Shaw, approved unanimously.
- c. **Chase Accounts** – President Biederman was able to remove the Library's bank accounts from showing as viewable with his personal bank accounts.
- d. **Downloadable books** – President Biederman demonstrated downloadable books through the Woodland Co-ops website.

14. **New Business:**

- a. **Finances**
 - **Banking – MOTION** to eliminate sweep account and replace with a commercial small business account by Westbrook/Gleason, approved unanimously.
 - **Online Bill Paying** – Director Wess to accumulate more information on what bills will be paid electronically and what the internal controls will be surrounding the transfers (compared to check paying process).
 - **Debit/Charge for Patrons** – Not at this time.

- **Fund Balance** – Much discussion has occurred on the various library list serves on the fact that many libraries are having to dip into their fund balance. It is not ideal, but likely we will have to in the next year(s). The auditor advised that at least 10% of annual revenue be maintained in the fund balance.
 - b. **Women’s Bathroom** – has incurred many problems, therefore, a new toilet was replaced.
 - c. **Collection Agency Report** – A monthly collection agency report was presented to the board, noting collections of over \$500 for the Library – with a fee of only \$50 for the collections.
 - d. **Fundraising** – The board discussed fundraising efforts. It was noted that successful campaigns typically involve fundraising for a specific purpose (such as a teen zone, new carpets, etc.)
 - e. **Friends Business Meeting** – April 26th at 7:00 p.m.
 - f. **Summer Program Hours** – **MOTION** to approve increasing Jennifer’s hours by 5 for each week to be devoted to the summer reading program during the term of the summer reading program (June 13 – August 13, 2011) by Middleton/Biederman, approved unanimously.
15. **Adjournment:** MOTION to adjourn at 8:40 p.m. by Biederman/Shaw, approved unanimously.
The next regular meeting May 10, 2011, 7:00 p.m.

Respectfully submitted,

Darlene Middleton, Secretary

Laurence Biederman, President