

Milan Public Library Board of Trustees
Public Meeting of August 9, 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, Millard Phillips, Valorie Gleason, & Randy Westbrooks.
- b. Trustees excused absent: Nancy Shaw
- c. Staff Present: Library Director Susan Wess
- d. Public Present: Kym Muckler, Marie Phillips, Salina Sanford

2. **Public comment** – Mayor Kym Muckler – pleased to have known Millard Phillips and thanks him for his years of service as the Treasurer of the Milan Public Library.

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

- Justice by Karen Robards
- We Stitch These Wounds by Black Veil Bridges (CD)
- Insidious (DVD)
- The Power of Six by Pittacus Lore
- Caleb’s Crossing by Geraldine Brooks (book)
- White Heat by M.J. McGrath
- Skyjack: The Hunt for DB Cooper by Geoffrey Gray
- (Rizzoli & Isles Series) The Silent Girl by Tess Gerritsen

Request to be able to print library record from home.

4. **Approval of Agenda** - MOTION: To approve agenda with addition to Item 14. New Business d. Proposal 67 (to be handled out of order – next on agenda) e. boiler f. hiring page g. staff workshop h. endowment funds i. Chase Bank, Westbrooks/Phillips, approved unanimously.

5. **Reading and Approval of Minutes** – MOTION: To approve the June & July 2011 minutes by Westbrooks/Gleason, approved unanimously.

6. **Correspondence** –President Biederman received a suggestion for purchase of books, he forwarded on to Director Wess.

7. **Financial Report** –The board reviewed the financial results for the month of July 2011. MOTION to approve by Westbrooks/Biederman, 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 table approve bank reconciliation for June 2011, by Westbrook/Phillips, approved unanimously.

9. Budget Amendments – None

10. Building Study – None.

11. Committee Reports – Policy meeting met and worked on the By-Laws.

12. Director’s Report –

- Maintenance – Many issues
- Cynthia return to work date has not yet been determined.
- Jennifer received a \$2,000 grant from Target.
- Thank you received from home bound patron.
- Two library millages passed in Michigan.

13. Old Business:

- a. **Update on AC** – Coverings were completed.
- b. **By-Laws** – the board reviewed the by-laws and suggested a few edits.
- c. **Director’s evaluation – MOTION** to table until September when more feedback has been received from board members and staff by Biederman/Middleton, approved unanimously.

14. New Business:

- a. **Woodlands Contract – MOTION** to approve the Woodlands contract by Westbrook/Gleason, approved unanimously.
- b. **Estimate for door repair** – Board has requested more bids for this work.
- c. **Library wish list** – Director Wess suggested that the board create a wish list of improvements/needs for the Library.
- d. **Web hosting/Web site** – Changing our web hosting vendor to save money (\$500 for 5 years vs. our current fee of \$449 for 1 year).
- e. **Proposal 67 – MOTION** to name the Genealogy Room – The Millard and Marie Phillips History and Genealogy Room in honor of Trustee Phillips’ many contributions to the Milan Community by Biederman/Westbrook approved unanimously.

- f. **Boiler** – The basement flooded and the boiler does not appear to be working. Monroe Plumbing & Heating to examine the boiler to see if it is salvageable. Director Wess will update the board with developments.
 - g. **Hiring page** – **MOTION** to hire a part time page by Westbrook/Biederman, approved unanimously.
 - h. **Staff workshop** – **MOTION** to send the entire staff to attend the communication workshop and to close the library for November 10, 2011 by Westbrook/Middleton, approved unanimously. Staff that do not attend the workshop will not be paid.
 - i. **Endowment funds** – clarification that leftover funds will be rolled into the next fiscal year.
 - j. **Chase Bank** – Representative from Chase Bank met with Trustee Phillips and Director Wess and provided information on easing account signature transition, etc.
 - k. **Election of Officers** – **MOTION** to approve the election of officers as follows: President – Larry Biederman, Vice President – Millard Phillips, Secretary – Randy Westbrook, & Treasurer – Darlene Middleton by Gleason/Middleton, approved unanimously.
15. **Adjournment:** MOTION to adjourn at 9:15 p.m. by Biederman/Middleton, approved unanimously. The next regular meeting September 13, 2011, 7:30 p.m.

Respectfully submitted,

Darlene Middleton, Secretary

Laurence Biederman, President