

Milan Public Library Board of Trustees  
Public Meeting of June 14, 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.
- b. Trustees excused absent: Darlene Middleton & Nancy Shaw
- c. Staff Present: Library Director Susan Wess

**2. Public comment – NONE.**

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

- a. "Satan's Sister", Star Jones
- b. "Wild Kratts: Creature Adventure" DVD

**4. Approval of Agenda - MOTION:** To approve agenda with addition to Item 14. New Business d. starting time for board meetings, Phillips/Westbrooks, approved unanimously.

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

**6. Correspondence –None.**

**7. Financial Report –Trustee Phillips presented the financial results for the month of May 2011. MOTION to approve by Westbrooks/Gleason, approved unanimously.**

**8. Approval of Bills, Payables and Bank Statements - Motion to approve Bills & Payables for May 2011 by Westbrooks/Gleason approved unanimously. Motion to table bank statement approval by Westbrooks/Gleason.**

**9. Budget Amendments – None.**

**10. Building Study – None.**

**11. Committee Reports – Policy Committee met to work on the QSAC certification.**

**12. Director's Report –**

- **Programming** - Summer Reading Program (SRP) is trying something new with online registration. Jennifer's "Fancy Nancy" program was a great success. There will also be an Adult Summer Reading Program.
- **Maintenance –**

- Work is being done on the AC units. We have purchased 4 tower fans to help until the AC units are up and running. I appreciate the fact that Joyce has been coming in at 7 a.m. every day to let the workers into the library.
- We had Monroe Plumbing out to fix the men's urinal and the faucet will need to be replaced in the men's room. We seem to be dealing with a lot of maintenance issues that should come to an end eventually.
- The public copier has overheated and we are waiting for a repair person.
- **Millage** - I attended the millage workshop webinar and found it very informative on dos and don'ts.
- **Chase Bank** - Joyce and I have spent a lot of time down at Chase bank trying to get everything to work appropriately. There seem to have been some issues on just about every step of changing accounts over.
- **Milan Community Foundation Grants** - Staff is submitting grants to the Milan Community Foundation.

13. **Old Business:**

- a. **Update on endowment fund** – Spring mailing was very successful – received over \$4,000.
- b. **Update on AC** – 3 units running, working on 4<sup>th</sup> unit. Will wait several weeks for a hot spell to see if an additional AC unit needs to be put in the Director's office.

14. **New Business:**

- a. **Millage - MOTION** to put millage question on the ballot in November 2011 election by Westbrooks/Gleason, approved unanimously. **MOTION** to approve millage language by Biederman/Phillips, approved unanimously.
- b. **Overdrive Contract – MOTION** to approve the Overdrive contract by Westbrooks/Phillips, approved unanimously.
- c. **New Board Meeting Time – MOTION** to approve a new start time of 7:30 p.m. by Westbrooks/Gleason, approved unanimously.

15. **Adjournment:** MOTION to adjourn at 8:07 p.m. by Westbrooks/Biederman, approved unanimously. The next regular meeting July 13, 2011, 7:30 p.m.

Respectfully submitted,

Darlene Middleton, Secretary

Laurence Biederman, President