

Milan Public Library Board of Trustees  
Public Meeting of May 17, 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. “Waiting for Superman” DVD
  - b. “The Power of Six” by Pittacus Lore
  - c. “Ladies of the Lights” by Pat Majher
  - d. “Illicitious” books – Gold, Silver, Purple, Pink by Victoria Kann
  - e. “City of Fallen Angels” by Cassandra Clare
  - f. “Shattered: A daughter’s regret” by Melody Carson
4. **Approval of Agenda - MOTION:** To approve agenda with addition to Item 13. Old Business d. Overdrive and Item 14 d. Air Conditioning, Phillips/Shaw, approved unanimously.
5. **Reading and Approval of Minutes – MOTION:** To approve the April 2011 minutes by Westbrooks/Shaw, approved unanimously.
6. **Correspondence** – A few book suggestions were emailed to President Biederman – he forwarded them to Director Wess.
7. **Financial Report** –Trustee Phillips presented the financial results for the month of April 2011. MOTION to approve by Shaw/Westbrooks, approved unanimously.
8. **Approval of Bills, Payables and Bank Statements** - Motion to approve Bills & Payables for April 2011 by Middleton/Shaw approved unanimously.
9. **Budget Amendments – MOTION** to approve Resolution 62 May 10, 2011 (**SEE ATTACHED**) by Biederman/Shaw, approved unanimously.
10. **Building Study** – None.
11. **Committee Reports** – Policy meeting is reviewing QSAC. Finance Committee met and reviewed budget for FY 11/12 – to be reviewed under New Business below.
12. **Director’s Report** –

- a. **Programming** – Two successful programs occurred in May.
- b. **Maintenance** – carpet was cleaned, upholstered chairs need to be replaced over the next several years.
- c. **Grants** – staff are encouraged to apply for grants from Milan Community Foundation.
- d. **Workshops** – staff will be attending several workshops in the near future.

**13. Old Business:**

- a. **Millage 2011**- Director Wess sent proposed wording for the Millage to the City to review.
- b. **Banking** – no new matters to discuss.
- c. **Approval for online banking – MOTION** to approve on-line banking by Westbrooks/Shaw, approved unanimously.
- d. **Overdrive** – MOTION to approve on-line book system, as budgeted in the FY 11/12 budget by Westbrooks/Shaw, approved unanimously.

**14. New Business:**

- a. **Budget - MOTION** to be in compliance with QSAC essential requirements, to increase spending on books, CDs (related materials in accordance with QSAC definitions) to 7% of our total budget by Shaw/Biederman, Motion carries by 5 yes (Biederman, Gleason, Shaw, Westbrooks & Middleton) and 1 no (Phillips) votes.
- b. **Update on Endowment Fund** – approximately \$2,200 has been received.
- c. **Vacation** – Update on vacation scheduling of library staff during July.
- d. **Air Conditioning – MOTION** to approve purchase of new air conditioning system as outlined in the letter from Monroe Plumbing & Heating for \$30,400 by Westbrooks/Shaw, approved unanimously.

- 15. Adjournment:** MOTION to adjourn at 8:18 p.m. by Biederman/Shaw, approved unanimously.  
The next regular meeting June 14, 2011, 7:00 p.m.

Respectfully submitted,

Darlene Middleton, Secretary

Laurence Biederman, President