

Milan Public Library Board of Trustees
Public Meeting of December 11, 2012
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

1. **Call to order at 7:31 p.m. Biederman,**
 - a. Trustees present: Larry Biederman, Bob Chidester, Darlene Middleton, Millard Phillips, Nancy Shaw & Randy Westbrooks
 - b. Staff Present: Library Director Susan Wess
2. **Public comment** – None.
3. **Suggestion Box – Patrons suggested the purchase of the following:**
 - a. Vince Flynn – *The Last Man*
 - b. *The Men Who Built America* DVD miniseries (History Channel)
4. **Approval of Agenda** – Items added to agenda under New Business: Good and Bad, Digitizing Newspapers, Endowment Campaign.

MOTION to approve agenda by Biederman/Shaw, approved unanimously.

5. **Reading and Approval of Minutes** – MOTION to approve the November 2012 minutes by Shaw/Middleton, approved unanimously.
6. **Correspondence** – None
7. **Financial Report** –The board reviewed the financial results for the month of November 2012. The new accountant has made some suggestions to improve efficiency and pointed out new capabilities/formats for bookkeeping with the Quickbooks accounting software. MOTION to approve by Westbrooks/Biederman, approved unanimously.
8. **Approval of Bills, Payables** – Suggestion to add descriptions to each item under “Expenses by Vendor Summary.” MOTION to approve Bills & Payables for September 2012 by Shaw/Westbrooks, approved unanimously.
9. **Bank Statements** - MOTION to table the bank reconciliations for June, October and November 2012, by Westbrooks/Biederman, approved unanimously.

10. Budget Amendments – None

11. Building Study – None.

12. Committee Reports – None.

13. Director's Report –

- a. Shayna Accounting is working out really well.
- b. The staff Christmas party was on December 7 at the Senior Center.
- c. Duke Roofing will be out to check the roof, clean gutters, etc. A recent power surge fried two surge protectors, but all computers are fine.
- d. The endowment letters have been mailed out and donations are coming in.
- e. Employees of the Pinckney Community Library came for a crash course in Verso/Autographics.
- f. Changes are being made in staff duties, procedures and workflow.

14. Old Business –

- a. **Boiler** – The new boiler has been installed. The City made the requested changes to the lease agreement. No objections to the agreement as currently worded. Biederman and Chidester signed the agreement as officials of the library; Westbrook and Phillips signed the agreement as witnesses.
- b. **Audit** – MOTION to table the discussion of the audit by Westbrook/Phillips, approved unanimously.

15. New Business –

- a. **2013 Holidays** – MOTION to approve 2013 holidays by Shaw/Westbrook, approved unanimously.
- b. **2013 Board Meeting Dates** – MOTION to approve 2013 Board meeting dates by Shaw/Westbrook, approved unanimously.

- c. **Staffing** – Renee from Shayna Accounting is working out really well. Barbara Beaton has been given additional duties. The recent staff meeting went really well, and staff members have been making really good suggestions. For instance, CDs are no longer kept behind the desk – they are kept in their cases, just like the DVDs. Staff have been given additional hours since Joyce Armitage's retirement. Biederman conducted an exit interview with Joyce.
 - d. **Signature Stamp** – Shayna has recommended the use of a signature stamp with Darlene Middleton's signature, rather than requiring an original signature on checks. There will be an email trail of the approval process.
 - e. **Good and Bad** – Library will be getting a bill for \$28,000, plus interest, for the tax charge back from the city. The check from the Michigan Municipal League will be dropped off this week. The library will be getting an extra \$50,000 from the City this year.
 - f. **Digitizing Newspapers** – Sara has been discussing this possibility with an outside vendor. It would cost about \$6,000. Director Wess will contact the publisher of the Milan News-Leader to see if they already have digital versions they can provide.
 - g. **Endowment Campaign** – 18 contributions so far for a total of \$1,085.
16. **Adjournment** – MOTION to adjourn at 8:19 p.m. by Westbrook/Biederman, approved unanimously. The next regular meeting will be January 8, 2013, 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President