

Milan Public Library Board of Trustees
Public Meeting of February 12, 2013
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

1. **Call to order at 7:31 p.m. by 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. Jan-Phillip Sendker – *Mrs. Lincoln's Dressmaker*
 - b. Any CDs by the band Perry
 - c. *The Return of Tarzan* (audiobook)

4. **Approval of Agenda** – Director Wess asked to add 15.b - Jones Insurance and 15.c - Health insurance to New Items. MOTION to approve agenda by Shaw/Middleton, approved unanimously.

5. **Reading and Approval of Minutes** – MOTION to approve the January 2013 minutes by Shaw/Middleton, approved unanimously.

6. **Correspondence** – Barbara Beaton sent the Board an email thanking us for approving her raise in January.

7. **Financial Report** –The board reviewed the financial results for the month of January 2013. Good news – we have already received more from property taxes than we budgeted. Bad news – capital outlays are larger than expected (mostly due to the boiler) and tax chargeback. MOTION to approve the financial report by Biederman/Chidester, approved unanimously.

8. **Approval of Bills, Payables** – MOTION to approve Bills & Payables for January 2013 by Middleton/Westbrooks, approved unanimously.

9. **Bank Statements** - MOTION to table the bank reconciliations for June, October, November and December 2012 and January 2013, by Biederman/Middleton, approved unanimously.

10. **Budget Amendments** – Middleton offered Resolution 2013-2: budget amendments for Real Taxes, Indirect State Aid, the Community Foundation Grant (all positive adjustments to revenue), Salaries & Wages, Accounting Fees, Designated Expenditures, Grant Expenditures, Capital Improvements, and Tax Chargebacks (all adjustments to Expenses). Combined this will result in an increase of \$66,540 in the budget, virtually all of which can be ascribed to the new boiler. MOTION to accept the budget amendments by Shaw/Westbrooks, approved unanimously.
11. **Building Study / District Library** – Biederman has been in touch with Michael Armitage, Cindy Swope and Rod Hill, and they are trying to organize a meeting for next week.
12. **Committee Reports** – None.
13. **Director's Report** –
 - a. We are doing the Share the Love program again. The Adopt a Magazine program is going very well. Jennifer has been very busy with storytimes, youth book clubs, etc. Cynthia made a great display of Lost & Found items.
 - b. The Friends of the Library will be paying for an order of new library cards, and has also made a donation for magazine subscriptions.
 - c. The library has had two delayed openings in recent weeks due to the weather.
 - d. The library donated its old copier to the Milan Chamber of Commerce. Other equipment (i.e., microfilm viewers) should be disposed of. Director Wess would like to consider installing metal shelving in the breezeway between the library and city hall for storage.
14. **Old Business** –
 - a. **Boiler** – The boiler is installed. We received a gas bill from the city despite the fact that the library has been using electricity for heating since the old boiler died.
 - b. **Audit** – The library received an unqualified positive audit from Robertson Eaton & Owen P.C. The audit included two letters explaining their methods and recommendations. There are two items meriting the attention of the board: (1) separation of duties between personnel responsible for initiating transactions and personnel responsible for recording transactions, and (2) the Library does not have a staff member with the expertise to prepare footnotes to financial statements. The separation of duties will be

accomplished through the use of Shayna Accounting rather than a designated staff person. However, the Library does not believe it is cost beneficial to develop the in-house expertise to prepare footnotes to financial statements. Director Wess will be sending Ron Eaton a new organizational chart and a written policy for the Treasurer's use of the signature stamp. Eaton will forward his new contract for us to sign for his continued services.

15. New Business –

- a. Election of Officers** – The following slate of officers was nominated for 2013: President – Biederman; Vice President – Westbrook; Secretary – Chidester; Treasurer – Middleton. MOTION to approve the full slate of nominations by Shaw/Phillips, approved unanimously.
- b. Jones Insurance** – Each year the library pays Jones Insurance a total of \$260 per year to bond library employees. However, employees are already bonded through the Michigan Municipal League. Therefore, we do not need to continue purchasing this coverage from Jones Insurance.
- c. Health Insurance** – The state has increased the maximum contribution that public employers can contribute to a medical benefit plan. Last year the two library employees who received medical benefits paid 20% of the cost. Due to the increase in the limit by the state, the Board could decide to pick up the entire cost of medical benefits for employees. The Board asked Director Wess to present more concrete information on the additional cost to the Library at next month's meeting.

16. Adjournment – MOTION to adjourn at 8:24 p.m. by Westbrook/Shaw, approved unanimously.

The next regular meeting will be March 12, 2013, 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President