

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

1. **Call to order at 7:34 p.m. by Biederman.**
  - a. Trustees present: Bob Chidester, Darlene Middleton, Millard Phillips, Nancy Shaw & Randy Westbrooks; Excused absent: Larry Biederman
  - b. Staff present: Library Director Susan Wess
  - c. Public present: Michelle Palmer (Chase Bank)
2. **Public comment** – None.
3. **Suggestion Box** – Patrons suggested the purchase of the following:
  - a. *Monumental* – movie starring Kirk Cameron
  - b. *Jennifer* by Dee Henderson
  - c. *Eyes Wide Open* by Ted Dekker
  - d. *Truth Stained Lies* by Terri Blackstock
  - e. *The Chance* by Karen Kingsbury
  - f. *The Guardian* by Beverly Lewis
4. **Approval of Agenda** – Director Wess asked to add 15.b – Summer Reading Program. MOTION to approve agenda by Shaw/Middleton, approved unanimously.
5. **Reading and Approval of Minutes** – Chidester noted that the minutes for February 2013 should be amended to include Randy Westbrooks in the list of trustees present. MOTION to amend as noted and approve the February 2013 minutes by Westbrooks/Middleton, approved unanimously.
6. **Correspondence** – None.
7. **Financial Report** –The board reviewed the financial results for the month of February 2013. MOTION to approve the financial report by Westbrooks/Phillips, approved unanimously.
8. **Approval of Bills, Payables** – MOTION to approve Bills & Payables for February 2013 by Middleton/Westbrooks, approved unanimously.

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

10. **Budget Amendments** – None.

11. **Building Study / District Library** – None.

12. **Committee Reports** – None.

13. **Director's Report** –

- a. The library staff has been beset by seasonal illness over the past month, but healthy staff members have stepped up.
- b. Director Wess would like to explore the possibility of adding more storage space.
- c. Barbara Beaton has been named a World Book Night 2013 giver. She will be handing out 20 copies of the book *Moneyball* at Original Gravity on April 23.
- d. Invoices and Collections – Director Wess has been sending invoices to patrons when books are 45-60 days overdue, and sending about 5-6 patrons to collections each month. This is having a positive impact on the rate of books returned.
- e. Director Wess agrees that 20% employee contributions to health care costs is fair, and did not prepare a detailed spreadsheet for the board's consideration.

14. **Old Business** –

- a. Jones Insurance – Director Wess provided information regarding our double coverage for Position Fidelity Bond by both Jones Insurance and the Michigan Municipal League. MOTION to cancel our policy with Jones Insurance by Middleton/Shaw, approved unanimously.

15. **New Business** –

- a. Michelle Palmer, Chase Bank – Ms. Palmer briefly discussed the Library's investment and endowment accounts. She then presented information to the Board on collateralized accounts and various options for protecting our assets and maximizing the interest return on our accounts.

- b. Summer Reading Program – Jennifer Perryman prepared a preliminary schedule for the Summer Reading Program for the Board’s review.

16. **Adjournment** – MOTION to adjourn at 8:10 p.m. by Middleton/Shaw, approved unanimously.

The next regular meeting will be April 9, 2013, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President