

Milan Public Library Board of Trustees
Public Meeting of September 13, 2011
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

1. Call to order at 7:30 p.m. Biederman,

- a. Trustees present: Larry Biederman, Darlene Middleton, Millard Phillips, Valorie Gleason, 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. "Upside – It's all You Look At" – DVD
- b. "Mean Girls Two!" – DVD
- c. "What If . . ."—DVD
- d. "Cutback" – DVD
- e. "Love You Like a Love Song" Selena Gomez – music CD
- f. "Biscuits, Balls and Bones", Anne Manera
- g. "Conversations With Her Mother About JFK", Caroline Kennedy Schlossberg
- h. "Turn of Mind", April LaPlante
- i. "1225 Christmas Tree lane", Debbie Macomber
- j. "Michael Vey", Richard Paul Evans
- k. "Slayer Chronicles", Heather Brewer
- l. "Bloodlines", Richelle Mead

Patron requested to be able to reserve music CDs

4. Approval of Agenda - MOTION: To approve agenda with addition to Item 14. New Business b. exit interview - Michelle c. security cameras, Westbrooks/Shaw, approved unanimously.

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

6. Correspondence –None.

7. Financial Report –The board reviewed the financial results for the month of July 2011. MOTION to approve by Shaw/Biederman, approved unanimously.

8. Approval of Bills, Payables and Bank Statements - Motion to approve Bills & Payables for June 2011 by Westbrooks/Gleason approved unanimously. Motion to table approval of bank reconciliation for July 2011, by Biederman/Phillips, approved unanimously.

9. **Budget Amendments** – Motion to approve budget amendment resolution #68, August 13, 2011 by Westbrook/Gleason, (see attached).

10. **Building Study** – None.

11. **Committee Reports** – Policy meeting met and worked on the QSAC.

12. **Director's Report** –

- Staffing – Michelle's last day was Friday. Part time reference position is posted.
- Cynthia return to work date has not yet been determined – board is requesting doctor documentation on return to work date.
- Generous donations have been received recently.
- Grants received for the library.
- Boiler has been repaired, however, it is leaking.
- AT&T has been charging us for a service we were not aware of – have canceled.
- Continued incredible support from the Friends
- Volunteers have been very helpful !

13. **Old Business:**

- a. **Update on boiler** – see director's report.
- b. **Director's evaluation** – **MOTION** to move to a closed Executive Session to discuss personnel matters, as requested by Director Wess, by, Biederman/Middleton approved unanimously. **MOTION** to move to an open session by Biederman/Middleton.

14. **New Business:**

- a. **York Township meeting** – Director & Trustee Phillips would like to attend the York Township board meeting to emphasize the usage of the Library by York Township members.
MOTION to move the board meeting from October 11, 2011 to October 18, 2011 to accommodate the York Township meeting by Westbrook/Gleason, approved unanimously.
- b. **Exit interview with Michelle** – **MOTION** to move to a closed Executive Session to discuss personnel matters, as requested (in advance) by Michelle by Biederman/Middleton,

approved unanimously. MOTION to move to an open session by Biederman/
Westbrooks, approved unanimously.

- c. **Security cameras** – For safety and protection of patrons and staff, Director Wess recommends purchasing safety cameras to install at the library. **MOTION** to purchase the security cameras by Westbrooks/Shaw, approved unanimously.

15. **Adjournment:** MOTION to adjourn at 9:15 p.m. by Biederman/Middleton, approved unanimously. The next regular meeting October 18, 2011, 7:30 p.m.

Respectfully submitted,

Randy Westbrooks, Secretary

Laurence Biederman, President