

Milan Public Library Board of Trustees  
Public Meeting of December 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 & Joyce Armitage
- c. Public Present: Ronald Eaton, CPA

**2. Public comment – None.**

**3. Suggestion Box – Patrons suggested the purchase of the following:**

- a. “Omen of the Stars Warriors, The Forgotten Warrior# 5” – Erin Hunter
- b. “Rise of the Planet of the Apes” – DVD
- c. “Larry Crowne”, “Mister Poppers Penguins” – DVDs
- d. “Vigilante” – Robin Parrish
- e. “Transformers: Dark of the Moon” – DVD
- f. “Inheritance” – Christopher Paolini
- g. “Lost December” – Richard Paul Evans
- h. Patron requests a coat hook/rack to hang coats during storytime.

**4. Approval of Agenda - MOTION:** To approve agenda by Middleton/Shaw, approved unanimously.

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

**6. Correspondence** –Received election results from the City of Milan – for Trustees Phillip and Biederman.

**7. Financial Report** –The board reviewed the financial results for the month of November 2011. MOTION to approve by Westbrooks/Gleason, approved unanimously.

**8. Approval of Bills, Payables and Bank Statements - Motion** to approve Bills & Payables for October 2011 by Westbrooks/Middleton approved unanimously. Motion to table the bank

reconciliations for August, September, October, November 2011, by Westbrook/Middleton, approved unanimously.

9. **Budget Amendments** – None.

10. **Building Study** – None.

11. **Committee Reports** – Policy meeting held November 16, 2011 to work on QSAC.

12. **Director's Report** –

- Maintenance Issues – Flooding of the basement continues to cause concern as the boiler and heating system are located in the basement.
- Fish Tales – The proceeds of this book, authored by Jay Carp, are to be donated 100% to the Library. Books will be available at the library.
- Banking – We had one last (\$600) bill from the bank for fees for the period Jan 2011 – July 2011.
- Donations – have been coming in, including one for genealogy.
- Staffing – all is going well.

13. **Old Business:**

- a. **Auditor** – The Auditor presented Financial Statements for the year ended June 30, 2011. The Library received an unqualified audit opinion (highest level we can receive).
- b. **Monroe Plumbing & Heating** – Will provide some options on replacing the system.

14. **New Business:**

- a. **Christmas Bonus – MOTION** to approve a \$50 Christmas bonus for the staff by Middleton/Shaw, approved unanimously.
- b. **Revised Job Descriptions – MOTION** to change Barb's title from "Reference Librarian" to "Reference Librarian/Assistant Director" and Sarah's title to "Reference Librarian", approved unanimously
- c. **Final Bank Charges** – Noted above in the director's report.
- d. **2012 Board Meeting dates – MOTION** to approve the 2012 board meeting dates by Shaw/Biederman, approved unanimously.
- e. **2012 Holidays - MOTION** to approve the 2012 Library Holiday dates by Middleton/Gleason, approved unanimously.
- f. **Augusta Township Meeting, December 20** – Director Wess will be presenting Library statistics, especially as it pertains to Augusta Township residents use of the Library, during the public comment portion of the meeting.

- g. **GASB 54 – MOTION** to review and approve policy for GASB 54 by Biederman/Phillips, approved unanimously.
  - h. **Endowment** – Trustee Phillips presented results of the most recent endowment mailing, noting approximately \$3,000 has been donated.
15. **Adjournment:** MOTION to adjourn at 9:10 p.m. by Biederman/Middleton, approved unanimously. The next regular meeting January 10, 2011, 7:30 p.m.

Respectfully submitted,

Randy Westbrooks, Secretary

Laurence Biederman, President