

Milan Public Library Board of Trustees
Public Meeting of June 12, 2012
Regular Meeting, 7:27 p.m.
Milan Public Library Meeting Room

1. Call to order at 7:35 p.m. Biederman,

- a. Trustees present: Larry Biederman, Darlene Middleton, Millard Phillips, Valorie Gleason, & Nancy Shaw
- b. Trustees excused absent: Randy Westbrook
- c. Staff Present: Library Director Susan Wess

2. Public comment – None.

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

- a. Carrie Underwood – any music or books
- b. The Sisters Grimm by Michael Buckley – rest of the series, books 5+
- c. Metaphorsis of a Criminal by Ed Edwards
- d. Game of Thrones DVD's (HBO Series)

Additionally, patrons suggested:

- More kid computers
- UBS thumb drives for sale

4. Approval of Agenda - MOTION: To approve agenda with addition to 15. New Business d. Budget 2012/2013 by Middleton/Biederman, approved unanimously.

5. Reading and Approval of Minutes – MOTION: To approve the May 2012 minutes by Shaw/Phillips, approved unanimously.

6. Correspondence – None

7. Financial Report –The board reviewed the financial results for the months of May 2012. MOTION to approve by Westbrook/Gleason, approved unanimously.

8. Approval of Bills, Payables - Motion to approve Bills & Payables for May 2012 by Gleason/Middleton approved unanimously.

9. Bank Statements - Motion to table the bank reconciliations for September - December 2011 and January – May 2012, by Biederman/Middleton, approved unanimously.

10. Budget Amendments – None

11. Building Study – None.

12. Committee Reports – Finance committee met on May 24th to calculate the budget.

13. Director's Report –

- a. Friends are supporting the summer reading program.
- b. Sarah attended a digitalization workshop.
- c. Adopt a Magazine is in progress.
- d. In House newsletter

14. Old Business:

- a. **Endowment letter responses** – over \$3,000 has been donated.
- b. **Job Descriptions** – Office Manager job description was revised. MOTION to change office manager position to a 30 hour position, paid hourly by Biederman/Middleton, approved unanimously.

15. New Business:

- a. **Endowment funds** – Trustees Phillips and Middleton to discuss and advise.
- b. **SRP** – First event was successful.
- c. **Grants** – Have been applied for.

16. **2012/2013 Budget-** MOTION: To approve 2012/2013 budget (Resolution 2012-14 – ATTACHED) by Shaw/Middleton, approved unanimously.

17. **Adjournment:** MOTION to adjourn at 8:11 p.m. by Biederman/Middleton, approved unanimously. The board will meet on June 26, 2012; The next regular board meeting is July 10, 2012, 7:30 p.m.

Respectfully submitted,

Randy Westbrooks, Secretary

Laurence Biederman, President