

Milan Public Library Board of Trustees  
Public Meeting of January 10, 2012  
Regular Meeting, 7:30 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 & Randy Westbrooks
- b. Staff Present: Library Director Susan Wess

**2. Public comment – None.**

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

- a. The Moment, Wild Poignant, Life Changing Stories by Larry Smith.
- b. Princess Mononoke by Hiyaw Mononoke
- c. Joe Picket Force of Nature by CJ Box
- d. Seekers-Return to the Wild – Island of Shadows by Erin Hunter
- e. Omen of the Stars-Warriors – The Forgotten Warrior by Erin Hunter
- f. Out of Sight, Out of Time (Gallagher Girls) by Ally Carter

Suggest that new fiction can be checked out for three weeks.

- 4. **Approval of Agenda - MOTION:** To approve agenda with addition of 15. New Business e. Fiction Time Limits by Middleton/Westbrooks, approved unanimously.
- 5. **Reading and Approval of Minutes – MOTION:** To approve the December 2011 minutes by Biederman/Shaw, approved unanimously.
- 6. **Correspondence – None**
- 7. **Financial Report –**The board reviewed the financial results for the month of December 2011. MOTION to approve by Westbrooks/Gleason, approved unanimously.
- 8. **Approval of Bills, Payables -** Motion to approve Bills & Payables for December 2011 by Westbrooks/Middleton approved unanimously.
- 9. **Bank Statements -** Motion to approve August Bank Statement by Westbrooks/Gleason, approved unanimously. Motion to table the bank reconciliations for September, October, November, December 2011, by Westbrooks/Middleton, approved unanimously.
- 10. **Budget Amendments – None.**

11. **Building Study** – Topic of District Library was discussed. Timing with the economy now is not favorable.
12. **Committee Reports** – No committee meetings.
13. **Director's Report** –
  - Staffing – Stephanie is leaving – her last day is January 12, 2012.
  - Kindles, Nooks, E-readers – based on patron interest, Barbara will hold a class to teach patrons how to use these devices on January 21, 2012.
  - Programs – Various adult and children programs are scheduled in the next few months.
  - State Aid – almost ready to be submitted
  - December Potluck Holiday Party – very fun!
14. **Old Business:**
  - a. **Endowment Funds** – Fiscal Year to date from the endowment fund – we've collected over \$4,000
  - b. **Augusta Township Meeting** – Director Wess attended a Township meeting presenting library facts, specifically related to uses by Augusta Township residents.
15. **New Business:**
  - a. **Flex Account 2012** – One additional employee is participating. MOTION to approve funding the HRA account \$500 by Westbrooks/Middleton, approved unanimously.
  - b. **Donations** – We received several generous donations from patrons.
  - c. **Filing Unclaimed Property Tax Form** – We need to file this form – need guidance on the nature of this form.
  - d. **Discontinuation of Michigan Donation Tax Credit** – December 31, 2011 was the last time this donation will benefit the Library.
  - e. **New Fiction limits** – Two weeks is standard in the library industry for new books – leave as is.
16. **Adjournment:** MOTION to adjourn at 8:45 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