

Milan Public Library Board of Trustees
Public Meeting of May 8, 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 Westbrook
- b. Staff Present: Library Director Susan Wess

2. Public comment – None.

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

- a. Sherlock Holmes DVD
- b. Sherlock Holmes – Game of Shadows (DVD)
- c. National Treasures One DVD
- d. Beverly Lewis – The Reckoning - 3rd book in Trilogy
- e. An American Icon – Allan Mulley, the man who saved Ford
- f. Winters Bone (book and DVD)

4. Approval of Agenda - MOTION: To approve agenda with addition to 15. New Business d. Budget 2012/2013 and e. Schedule meeting to approve final budget amendments for FY 2011/2012 by Middleton/Westbrooks, approved unanimously.

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

6. Correspondence – None

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

8. Approval of Bills, Payables - Motion to approve Bills & Payables for March & April 2012 by Westbrook/Middleton approved unanimously.

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

10. Budget Amendments – None

11. Building Study – President Biederman met with one potential committee member.

12. Committee Reports – Finance committee met on May 3rd to calculate the budget.

13. Director’s Report –

- a. Bookapalooza huge success for the library.

- b. Looking for unpaid summer intern for the summer reading program
- c. Library is now offering one on one computer training
- d. Library followed procedures during tornado warning
- e. Woodlands Co-Op director has announced he is retiring in 2013.
- f. Personal property, if repealed will be devastating to the City and Library.
- g. Staffing – has been going smoothly.

14. Old Business:

- a. **Job Descriptions** – Table until July meeting
- b. **Shades for director's office** – MOTION to approve the purchase of blinds in the director's office by Westbrook/Gleason, approved unanimously.
- c. **QSAC** – filed.

15. New Business:

- a. **Youth services hours for SRP – MOTION** to approve extra hours (45 hours) for Children's Librarian by Westbrook/Biederman. MOTION failed. MOTION to approve extra hours (40 hours) for the Children's Librarian for the Summer Reading Program by Phillips/Middleton – with the following conditions 1) account of how the extra hours were used, presented to the board in the September 2012 meeting and 2) Presentation of detailed calendar of events for the 2013 SRP presented at the March 2013 board meeting, approved unanimously.
- b. **Spring endowment letter** – Letter out and approximately 20 donations received.
- c. **Issue with south wall** – Shows effects of deterioration.
- d. **Budget 2012/2013** – discussed and budget committee to meet again.
- e. **Timing for final 2011/2012** – to be discussed at the next budget meeting.

16. Adjournment: MOTION to adjourn at 9:35 p.m. by Biederman/Middleton, approved unanimously. The next regular meeting June 12, 2012, 7:30 p.m.

Respectfully submitted,

Randy Westbrook, Secretary

Laurence Biederman, President