

Milan Public Library Board of Trustees
Public Meeting of July 10, 2012
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. I am Number Four: Lost Files by Pitticus Lore
 - b. World in Winter by Ken Follett
 - c. Vegan Cooking for carnivores by Quentin Bacon
 - d. The Last Guardian by Eoin Colfer
 - e. Rapture (Fallen Book 4) by Lauren Kate
4. **Approval of Agenda** - MOTION: To approve agenda with addition to 15. New Business e. Staff/patron issue, f. police/theft, g. parent/child issue, h. banned kids, i. Valorie Gleason by Middleton/Biederman, approved unanimously.
5. **Reading and Approval of Minutes** – MOTION: To approve the May 2012 minutes by Gleason/Middleton, approved unanimously.
6. **Correspondence** – None
7. **Financial Report** –The board reviewed the financial results for the months of June 2012. MOTION to approve by Westbrooks/Gleason, approved unanimously.
8. **Approval of Bills, Payables** - Motion to approve Bills & Payables for June 2012 by Gleason/Middleton approved unanimously.
9. **Bank Statements** - Motion to table the bank reconciliations for September - December 2011 and January – June 2012, by Biederman/Middleton, approved unanimously.
10. **Budget Amendments** – None
11. **Building Study** – None.
12. **Committee Reports** – None.
13. **Director’s Report** –
 - a. Geek the library off to a great start.

- b. Summer reading program has been very popular.
- c. MLA – Director would like director and staff to attend 1 day each.
- d. Assistant Director’s report to start next month.

14. Old Business:

- a. **Job Descriptions** – updates next month.

15. New Business:

- a. **Tax Chargeback** - \$28,600 (2010 – 2012).
- b. **Fund Balance** – Auditor suggestion to designate a portion of the fund balance (for capital projects, minimum fund balance to maintain). Board to continue to consider.
- c. **Boiler** – an approximate estimate was obtained. Finance Committee to consider pros and cons of replacing the boiler.
- d. **Woodlands Contract – MOTION** to approve renewal of our contract with Woodlands Cooperative by Biederman/Middleton, approved unanimously.
- e. **Staff patron issue** – Discussed. Board recommended next course of action for library employee. President Biederman will send a letter to the police thanking them for their assistance.
- f. **Police/Theft** – an ipod was identified as missing during a library function.
- g. **Parent/child issue** – Library director had to approach parent after an encounter was observed by library staff and patrons.
- h. **Banned kids** – 2 boys have been banned from the library until the parents return with them.
- i. **Valorie Gleason** – Tendered her resignation effective immediately as she is moving from Milan.

16. **Adjournment:** MOTION to adjourn at 8:40 p.m. by Biederman/Middleton, approved unanimously. The next regular meeting is scheduled for August 14, 2012.

Respectfully submitted,

Randy Westbrook, Secretary

Laurence Biederman, President