

Milan Public Library Board of Trustees
Public Meeting of September 11, 2012
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

1. **Call to order at 7:44 p.m. Biederman,**
 - a. Trustees present: Larry Biederman, Darlene Middleton, Millard Phillips, Randy Westbrooks, Nancy Shaw
 - b. Staff Present: Library Director Susan Wess
2. **Public comment** – None.
3. **Suggestion Box – Patrons suggested the purchase of the following:**
 - No Easy Day – Autobiography of a Navy Seal by Mark Owen
 - The 11th Hour documentary (director Leonardo DiCaprio)
 - The Tombs by Clive Cussler
 - Sherlock Season 2 (BBC TV Series)
 - Shunning Sarah by Julie Kramer
 - The Other Woman by Hank Phillippi Ryan
 - Window in Time by Pittsfield Creative Writer
 - The Burning of Rachel Hates by Doug Allyn
 - High Heat by Tim Wendel
 - Summer of 68 by Tim Wendel
 - Rick Farrell, knuckleball catcher by Kerrie Farrell, with William Anderson
 - A Killing in the Hills by Julia Keller
4. **Approval of Agenda** - MOTION: To approve agenda with addition to 14. Old Business b. Jennifer extra hours update, 15. New Business d. Thefts, e. Officer Elections by Middleton/Westbrooks, approved unanimously.
5. **Reading and Approval of Minutes** – MOTION: To approve the August 2012 minutes by Westbrooks/Phillips, approved unanimously.
6. **Correspondence** – NONE
7. **Financial Report** –The board reviewed the financial results for the months of August 2012. MOTION to approve by Westbrooks/Shaw, approved unanimously.
8. **Approval of Bills, Payables** - Motion to approve Bills & Payables for August 2012 by Westbrooks/Shaw approved unanimously.
9. **Bank Statements** - Motion to table the bank reconciliations for June and August 2012, by Middleton/Biederman, approved unanimously. Motion to approve the bank reconciliation for September 2011 - May 2012 by Biederman/Westbrooks, approved unanimously.
10. **Budget Amendments** – None

11. **Building Study** – President Biederman was contacted by a potential new committee member.

12. **Committee Reports** – No meetings

13. **Director's Report** –

- a. Director Wess saw a new time management software at a different library.
- b. Director Wess met with Monroe Plumbing and Heating and the City to discuss the use of the City's janitor closet for our new boiler.
- c. Grants were received for a digital projector & screen and for children's area furniture.
- d. MERS representative presented some benefit options for employees (no cost to the library).
- e. Adopt a Magazine – adoptions still available.
- f. Successful summer programs.

14. **Old Business:**

- a. **Boiler** – Ed Theisen from Monroe Plumbing & Heating presented specifics about the new boiler.
- b. **Jennifer Extra Hours Report** - Information was presented; the board has requested information in a different format.

15. **New Business:**

- a. **Director Evaluation** – Tabled until next month, pending completion of staff and board evaluations.
- b. **MERS** – Tabled until future board meeting.
- c. **Audit** – September 18th
- d. **Thefts** – Public restroom supplies have been taken
- e. **Officer elections** – MOTION to elect Biederman as President, Westbrook as VP, Middleton as Treasurer and Chidester as Secretary by Shaw/Phillips, approved unanimously.

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16. **Adjournment:** MOTION to adjourn at 8:45 p.m. by Biederman/Middleton, approved unanimously. The next regular meeting is scheduled for October 9, 2012.

Respectfully submitted,

Randy Westbrook, Secretary

Laurence Biederman, President