

Milan Public Library Board of Trustees
Public Meeting of January 8, 2013
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

1. **Call to order at 7:40 p.m. Biederman,**
 - a. Trustees present: Larry Biederman, Bob Chidester, Darlene Middleton, & Millard Phillips
 - b. Staff Present: Library Director Susan Wess
2. **Public comment** – None.
3. **Suggestion Box – Patrons suggested the purchase of the following:**
 - a. Jim Butcher – *Cold Days*
 - b. Taylor Swift – *Red* (CD)
 - c. Carrie Underwood – *Some Hearts* (CD)
 - d. *Keeping Up Appearances* (BBC TV Series)
 - e. Bruno Mars – *Doops & Hooligans* (CD)
4. **Approval of Agenda** – MOTION to approve agenda by Biederman/Middleton, approved unanimously.
5. **Reading and Approval of Minutes** – MOTION to approve the December 2012 minutes by Chidester/Middleton, approved unanimously.
6. **Correspondence** – Larry has been getting emails from a company wanting to sell us a scoreboard. He has politely declined.
7. **Financial Report** –The board reviewed the financial results for the month of December 2012. Salaries, wages and benefits are anomalous on the line-item level due to some unforeseen circumstances, but some corrections will be made by Shayna. MOTION to approve the financial report by Biederman/Phillips, approved unanimously.

8. **Approval of Bills, Payables** – Descriptions of each item under “Expenses by Vendor Summary” have been added. MOTION to approve Bills & Payables for December 2012 by Middleton/Phillips, approved unanimously.
9. **Bank Statements** - MOTION to table the bank reconciliations for June, October, November and December 2012, by Biederman/Middleton, approved unanimously.
10. **Budget Amendments** – None
11. **Building Study / District Library** – None.
12. **Committee Reports** – None.
13. **Director’s Report** –
 - a. Library has received some nice donations for items like youth books, the new boiler, magazine subscriptions, the building fund, and the general fund.
 - b. Ron Eaton (auditor) will not be here tonight to discuss the audit.
 - c. Susan would like to present library statistics in the Board packets quarterly instead of every month. Darlene suggested also including comparison statistics (i.e., this year compared to last year).
 - d. Susan would like to start on the library budget for the next fiscal year earlier than usual – February or March.
 - e. Everyone is enjoying the new scanner/copier. The maintenance contract includes toner, so the library no longer has to pay for that.
14. **Old Business** –
 - a. **Boiler** – Some book shelves will have to moved, but the installation is moving forward nicely. The library got a gas bill from the city, but we have been using electricity to heat the library during the boiler replacement process. Susan will be contacting the city to have this corrected.

- b. **Audit** – Ron Eaton was not able to be here this month. If he cannot make it to next month's meeting, Darlene and Millard will lead the discussion of the audit at the February meeting.

15. **New Business** –

- a. **Update on Staffing** – Susan would like the Board to consider giving Assistant Director Barbara Beaton a raise commensurate with the duties she has taken on recently. MOTION to approve a \$1/hour raise for Barbara effective January 1 by Biederman/Middleton, approved unanimously.
- b. **Donations** – Endowment donations – to date we have received \$3,545.
- c. **Quickbooks** – Starting next month, multiple accounts will be combined into a single Quickbooks account with subcategories in the financial reports. MOTION to reconcile bank statements in Quickbooks rather than by hand by Biederman/Middleton, approved unanimously.

16. **Adjournment** – MOTION to adjourn at 8:14 p.m. by Biederman/Middleton, approved unanimously. The next regular meeting will be February 12, 2013, 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President