

Milan Public Library Board of Trustees
Public Meeting of November 13, 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, Bob Chidester, Darlene Middleton, Millard Phillips, & Randy Westbrooks
- b. Trustees excused absent: Nancy Shaw
- c. Staff Present: Library Director Susan Wess

2. Public comment – None.

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

- a. Janet Gilsdorf – *Ten Days*

4. Approval of Agenda – MOTION to approve agenda by Westbrooks/Middleton, approved unanimously.

5. Reading and Approval of Minutes – MOTION to approve the October 2012 minutes by Westbrooks/Middleton, approved unanimously.

6. Correspondence – None

7. Financial Report –The board reviewed the financial results for the month of October 2012. The first half of the mConsole payment has been made, the second half will be paid by next month. MOTION to approve by Westbrooks/Middleton, approved unanimously.

8. Approval of Bills, Payables - MOTION to approve Bills & Payables for September 2012 by Westbrooks/Chidester, approved unanimously.

9. Bank Statements - MOTION to table the bank reconciliations for June and October 2012, by Westbrooks/Middleton, approved unanimously.

10. Budget Amendments – None

11. Building Study – None.

12. Committee Reports – None.

13. Director's Report –

- a. The old boiler is dead.
- b. The library was as busy as the polling places on election day – Friends books ½ off.
- c. mConsole was installed October 31. It is already saving staff time.

14. Old Business –

- a. **Boiler** – The old boiler and the chiller need to be removed - \$500 each. Draft lease agreement has been prepared. Need to clarify Section 6(d) – Restoration of Old Boiler Space.
- b. **Audit** – Management Discussion and Analysis went well. Auditor will come to December board meeting.

15. New Business –

- a. **Joyce Armitage Retirement** – Joyce submitted resignation letter on November 1, last day will be November 30. Director Wess has done the math – if we increase hours for a few staff members to pick up certain duties and hire outside consultant to handle financials, the library can save about \$20,000/year. A proposal has been received from Shayna Accounting of Ann Arbor. MOTION to approve annual contract with Shayna, with the stipulation that it not exceed \$11,000/year, by Westbrooks/Biederman, approved unanimously. The Board will recognize Joyce for her many years of service to the library.
- b. **Christmas Bonus** – MOTION to increase bonus to \$100 and to include Joyce by Westbrooks/Middleton, approved unanimously.

16. **Adjournment** – MOTION to adjourn at 8:23 p.m. by Westbrooks/Biederman, approved unanimously. The next regular meeting will be December 11, 2012, 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President