

Milan Public Library Board of Trustees
Public Meeting of September 10, 2013
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

1. Call to order at 7:34 p.m. by Biederman.

- a. Trustees present: Bob Chidester, Larry Biederman, Darlene Middleton, Millard Phillips, Nancy Shaw & Randy Westbrooks
- b. Staff present: Library Director Susan Wess
- c. Public present: Jennifer Hannibal

2. Public comment – Jennifer Hannibal introduced herself. She lives in Pittsfield Township and is interested in learning more about how the Milan Public Library is operated. She has a professional degree in library science.

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

- a. *Anne of Green Gables* the sequel (DVD)
- b. *Hunting Eve* by Iris Johansen
- c. *Husband-Coached Childbirth* (5th Edition) by Marjie Hathaway and Robert Bradley
- d. *Solo – A James Bond Novel* by William Boyd
- e. *The Blood King, Dark Haven, and Dark Lady's Chosen* by Gail Z. Martin

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

5. Reading and Approval of Minutes – MOTION to approve the July 2013 minutes by Westbrooks/Middleton, approved unanimously.

6. Correspondence – Biederman received an email advertising free online tutorials for schools and libraries. He will forward it to Director Wess.

7. Financial Report – The board reviewed the financial results for the months of July and August 2013, as well as a comparison of the FY 2012 and FY 2013 budgets. MOTION to approve the July financial report by Westbrooks/Middleton, approved unanimously. MOTION to approve the August financial report by Westbrooks/Biederman, approved unanimously.

- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for July and August 2013 by Phillips/Westbrooks, approved unanimously.
- 9. Bank Statements** – MOTION to table the bank reconciliations for May-August 2013 by Westbrooks/Biederman, approved unanimously.
- 10. Budget Amendments** – None.
- 11. District Library** – None.
- 12. Committee Reports** – None.
- 13. Director's Report** –
 - a. Ron Eaton, Director Wess, Board Treasurer Middleton and Shayna Accounting conducted the audit of the 2012 fiscal year financials on August 26. The audit went well.
 - b. Jennifer Perryman purchased new furniture for the children's area using her grant from the Greater Milan Area Community Foundation. The Friends of the Library and the Mohr-Walls Endowment Fund also contributed to the purchase. Monroe Plumbing and Heating will be removing the old radiators in the children's area.
 - c. Jim Seidl will retire as the director of the Woodlands Cooperative on September 29. He and the new Woodlands director, Kate Pohjola, will be visiting the Milan Public Library on September 17.
 - d. The staff held a farewell party for Sarah Zawacki. To date the library has received 22 applications for the position of part-time Adult Reference Librarian. Review of the applications will begin soon. Michelle Sawicki will be substituting as needed during planned upcoming staff vacations.
 - e. The Milan Women's Club will be celebrating its 100th anniversary in October. The library display case will feature memorabilia from its history.
- 14. Old Business** –
 - a. Michicard – The State Librarian has pushed the end of the Michicard program to December 31. Several replacement programs have been suggested, including reciprocal loan agreements and building intra-Cooperative sharing capabilities. The Board formed a committee to consider how the Milan Public Library should adapt to the loss of

Michicard. Board members Middleton, Westbrook, Biederman, and Chidester will form the committee.

15. New Business –

- a. Woodlands Contract – MOTION to approve the new Woodlands Cooperative contract by Shaw/Westbrook, approved unanimously.
 - b. L-4029 – President Biederman and Secretary Chidester signed the 2013 Tax Rate Request form (Form L-4029), a tax reporting form that must be submitted to the County Board of Commissioners by September 30.
 - c. Health Care Savings/MERS – Director Wess requested permission to enroll in the Health Care Savings Program through MERS. Although it will not cost the library any money, Board approval is required. MOTION to approve the request by Westbrook/Biederman, approved unanimously.
 - d. Health Insurance – Health insurance rates will increase by about 40% in 2014 until insurance companies can get a handle on the uncertainties of the process of implementing the Affordable Care Act. However, the library has been offered the opportunity to lock in a 5% increase by renewing our plan by December 1, 2013. MOTION to renew the library's health care plan early by Westbrook/Biederman, approved unanimously.
 - e. Suggestion Box – Director Wess noted that many patrons hand suggestions directly to library staff. She suggested that in such situations, it would be easier for the staff to order items right away and simply provide the Board with a list of the items so ordered at each Board meeting. However, the locked Suggestion Box would also be kept and used as it is now for those patrons who wish to do so. The Board agreed.
- 16. Adjournment** – MOTION to adjourn at 8:26 p.m. by Shaw/Westbrook, approved unanimously. The next regular meeting will be October 8, 2013, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President