

Milan Public Library Board of Trustees  
Public Meeting of February 13, 2018  
Regular Meeting, 7:30 p.m.  
Milan Public Library Meeting Room

- 1. Call to order at 7:41 p.m. by Biederman.**
  - a. Trustees present: Laurence Biederman, Bob Chidester, Darlene Middleton, Randy Westbrooks
  - b. Trustees excused absent: Rose Savage, Tom Sorensen
  - c. Staff present: Director Susan Wess
  - d. Public present: None
- 2. Public comment** – None.
- 3. Suggestion Box** –
  - a. Halestorm, *The Strange Case of...* (CD)
- 4. Approval of Agenda** – Suggestion to add 14.d. Election of Officers 15.d. Patron Issue to the agenda. MOTION to approve the Agenda as amended by Westbrooks/Chidester, approved unanimously.
- 5. Reading and Approval of Minutes** – MOTION to approve the January 2018 minutes by Westbrooks/Middleton, approved unanimously.
- 6. Correspondence** –
  - a. The Michigan Department of Treasury sent a letter asking for information about the state of the Library's pension funding.
  - b. Westbrooks
- 7. Financial Report** – MOTION to approve the January financial report by Biederman/Chidester, approved unanimously.
- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for January 2018 by Chidester/Biederman, approved unanimously.
- 9. Budget Amendments** – None.
- 10. District Library** – None.
- 11. Committee Reports** – None.

## 12. Director's Report –

- a. The Library opened late on Wednesday (2/7), was closed on Friday (2/9), and opened late again on Saturday (2/10) due to the winter weather.
- b. The Library was pretty busy during Let's Chill WinterFest activities.
- c. The Blind Date with a Book program is back this month. The writer's workshop is scheduled for February 14.
- d. The handicap door issue resolved itself. The toilet in the staff bathroom has been replaced.
- e. The new book drop will be stainless steel and will have the Library's logo on both sides. A cement pad will be poured for it.
- f. The Library will be switching from Guardian software on the public computers to Deep Freeze. Once this has happened, several computers will also be updated from Office 2007 to Office 2016. Staff email has been switched from GoDaddy to Office 365. The Library's subscription to LogMeIn will be renewed again so that IT can work on the computers remotely.

## 13. New Business –

- a. **In Service Day** – The staff would like to have a half-day in service day in March or April.
- b. **Medical Reimbursement** – Director Wess has another medical reimbursement. After this the new insurance will kick in.
- c. **Board Members Expired Term 2018** – No Board member terms will expire this year.
- d. **Patron Issue** – There is a patron who keeps checking out mobile hotspots and not returning them until the Library has T-Mobil turn them off. Director Wess sent her a bill by certified mail. The Library will develop a policy regarding the abuse of the hotspot service.

## 14. Old Business –

- a. **Retirement Funding** – MOTION to table discussion until March by Biederman/Westbrooks, approved unanimously.
- b. **Millage Renewal** – There will not be an election in May. Director Wess is waiting to hear whether there will be one in August. If not, then the millage renewal will be on the ballot in November.

**c. Election of Officers** – The Board agreed to retain the current slate of officers for another year.

**15. Adjournment** – MOTION to adjourn at 8:15 pm by Biederman/Westbrooks, approved unanimously. The next regular meeting will be March 13, 2018, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President