

Milan Public Library Board of Trustees
Public Meeting of March 11, 2014
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

- 1. Call to order at 7:44 p.m. by Biederman.**
 - a. Trustees present: Joyce Armitage, Larry Biederman, Bob Chidester, and Darlene Middleton; Excused absent: Millard Phillips and Randy Westbrooks
 - b. Staff present: Library Director Susan Wess
 - c. Public present: None
- 2. Public comment** – None.
- 3. Suggestion Box** – Patrons suggested the purchase of the following:
 - a. *Doctor Who* DVDs
 - b. *Guitar Notes* by Mary Amato
 - c. *Hitchhiker's Guide to the Galaxy* by Douglas Adams
 - d. *Island at War* (TV show)
 - e. *Shadow Spell* and *Blood Magick* by Nora Roberts (Books on CD)
- 4. Approval of Agenda** – MOTION to approve agenda by Middleton/Chidester, approved unanimously.
- 5. Reading and Approval of Minutes** – MOTION to approve the February 2014 minutes by Biederman/Middleton, approved unanimously.
- 6. Correspondence** –
 - a. Director Wess received a thank-you note to the Library Board and Staff from the family of Mason Farmer.
 - b. Director Wess sent a letter to a patron about inappropriate correspondence with library staff.
- 7. Financial Report** – MOTION to approve the February financial report by Middleton/Chidester, approved unanimously.
- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for February 2014 by Middleton/Biederman, approved unanimously.

9. Bank Statements – MOTION to approve the bank reconciliations for September 2013 and January 2014 by Biederman/Armitage, approved unanimously. The bank reconciliation for December 2013 was tabled.

10. Budget Amendments – None.

11. District Library – Mayor Armitage made a presentation on the formation of a district library to the City Council at their regular meeting last night. Biederman and Wess attended the meeting and answered questions from Council members. Director Wess will try to arrange a meeting with Mayor Armitage and representatives of the Monroe County Library System.

12. Committee Reports – None.

13. Director's Report –

- a. Director Wess received an estimate for recarpeting the library from Library Design Associates. It is larger than expected, in part because the current carpet is glued on top of asbestos tiles. If the tiles crumble when the carpet is pulled up, the Library would need to hire an asbestos abatement firm.
- b. AT&T did not send the library notification that our contract was about to expire, and we were renewed at a different rate. We should be getting a credit soon.
- c. Barbara Beaton attended an HR workshop at the Woodlands Library Co-Op on March 6. Director Wess will attend a screening of a workshop on safety in libraries at the Novi library in April. Beaton and Erin Durrett will attend a Rural Library conference. All staff will be participating in a webinar on changes coming to the Library's automation system, Auto-Graphics.
- d. Salem-South Lyon Library District passed a millage in February with 73% approval.
- e. The Blind Date with a Book program was a big success. An adult program on Green Cleaning will be held on March 19. March is also Reading Month.

14. Old Business –

- a. Library Closure Policy – Biederman drafted library closure policies for adverse weather events and staffing or building problems (e.g., lack of minimum necessary staff or lack of necessary utilities), and asked for input. The Board discussed the issue of early closures

and the timeline for making such a decision. Biederman will work on a second draft for next month's meeting.

15. New Business –

- a. Shayna Accounting Contract – Shayna submitted a cost proposal for the renewal of their accounting contract. MOTION to approve the renewal of the contract by Middleton/Chidester, approved unanimously.
- b. Letter of Support for Improvements to Wilson Park – Director Wess wrote a letter to the City expressing the Library's support for proposed improvements to Wilson Park. The Board signed the letter.

16. Adjournment – MOTION to adjourn at 8:37 p.m. by Chidester/Biederman, approved unanimously. The next regular meeting will be April 8, 2014, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President