

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

1. **Call to order at 7:30 p.m. by Biederman.**
 - a. Trustees present: Bob Chidester, Larry Biederman, Darlene Middleton, Millard Phillips, Nancy Shaw 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. A box of plain business-size envelopes for sale to the public
 - b. *The Returned* by Jason Mott
 - c. *Someone* by Alice McDermott
 - d. *Biography of J.D. Salinger* by Shane Salerno
 - e. *United We Spy* (Gallagher Girls Book 6) by Ally Carter
4. **Approval of Agenda** – Suggestion to add c. Downtown Halloween Trick or Treat and d. New Hire to New Business. MOTION to approve agenda by Biederman/Middleton, approved unanimously.
5. **Reading and Approval of Minutes** – MOTION to approve the September 2013 minutes by Biederman/Middleton, approved unanimously.
6. **Correspondence** – None.
7. **Financial Report** – The board reviewed the financial results for the month of September 2013. MOTION to approve the September financial report by Westbrooks/Biederman, approved unanimously.
8. **Approval of Bills, Payables** – MOTION to approve Bills & Payables for September 2013 by Shaw/Westbrooks, approved unanimously.
9. **Bank Statements** – The board reviewed bank reconciliations from May and June 2013. MOTION to approve the bank reconciliations from May and June and to table the bank reconciliations for July-August 2013 by Westbrooks/Shaw, approved unanimously.

10. Budget Amendments – None.

11. District Library – None.

12. Committee Reports – None.

13. Director's Report –

- a. Michelle Sawicki has been substituting for employees on vacation recently. Director Wess and Barbara Beaton interviewed six candidates for the Reference Librarian position. The job has been offered to one of the candidates, who accepted.
- b. Barbara Beaton attended a TLN Adult Services Committee workshop in Novi on October 2.
- c. Jim Seidl and Kate Pohjola from the Woodlands Cooperative visited the Milan Public Library on September 17.
- d. The Adult Summer Reading Program celebration was held on September 7, and was very successful. September was National Library Card Sign-Up Month.

14. Old Business –

- a. Michicard – Director Wess presented statistics on active Michicard users at the Milan Public Library. The majority (105 of 145 Michicard users) have Milan mailing addresses but are outside of the library's service area (e.g., London Township). James Seidl (Woodlands Cooperative) recommended that the best solution for Milan would be to set up a reciprocal agreement with the Monroe Public Library. MOTION to approach the Monroe Public Library to explore the idea of setting up a reciprocal agreement by Westbrook/Shaw, approved by a vote of 5-1. MOTION to include a discussion of financials in the exploratory discussion with Monroe Public Library by Phillips. Motion not seconded.

15. New Business –

- a. Christmas Bonus – MOTION to provide a \$50 Christmas bonus to all library staff by Westbrooks/Biederman, approved unanimously.
- b. Christmas Parade – The library will participate in the city's Christmas Parade.

- c. Downtown Halloween Trick or Treat – The library will participate in the annual downtown merchants Trick or Treat event. Bookmarks with Smarties taped to them will be given out.
- d. New Hire – The part-time Reference Librarian position has been offered to Erin Durrett. Ms. Durrett has accepted the offer and will start October 21.

16. Adjournment – MOTION to adjourn at 8:23 p.m. by Biederman/Westbrooks, approved unanimously. The next regular meeting will be November 12, 2013, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President