

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

- 1. Call to order at 7:41 p.m. by Westbrooks.**
 - a. Trustees present: Bob Chidester, Darlene Middleton, Nancy Shaw and Randy Westbrooks; Excused absent: Laurence Biederman, Millard Phillips
 - 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. Cookbooks about the Paleo diet
- 4. Approval of Agenda** – MOTION to approve agenda as amended by Shaw/Middleton, approved unanimously.
- 5. Reading and Approval of Minutes** – MOTION to approve the November 2013 minutes by Middleton/Shaw, approved unanimously.
- 6. Correspondence** –
 - a. The Library staff sent the Board a thank-you card for providing staff with a Christmas bonus.
- 7. Financial Report** – The board reviewed the financial results for the month of November 2013. MOTION to approve the November financial report by Chidester/Shaw, approved unanimously.
- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for November 2013 by Shaw/Middleton, approved unanimously.
- 9. Bank Statements** – The Board reviewed bank reconciliations for July, August, October, and November. MOTION to approve the bank reconciliations for July, August, October, and November, 2013 by Shaw/Chidester, approved unanimously. The bank reconciliations for September 2013 were tabled until next month.
- 10. Budget Amendments** – Middleton presented Resolution 2013-4, adjusting the library's budget for the current fiscal year. MOTION to approve the Resolution by Shaw/Chidester, approved unanimously.

11. District Library – None.

12. Committee Reports – None.

13. Director's Report –

- a. Erin Durrett has been working out very well as the new reference librarian. The staff will be having their annual Christmas party on December 14.
- b. The alarm company had to be called to deal with a malfunctioning alarm system. The remaining old heating registers have been removed.
- c. The library has had ongoing problems with its internet connection. The library will be switching to Uverse, which is a fiber-optic system. Uverse will increase download speed and save the library money.

14. Old Business –

- a. Michicard/MILibraryCard – 50 libraries have decided to join MILibraryCard. The Saline Library will not be joining.
- b. Christmas Parade – The library participated in the Milan Christmas Parade. Biederman was dressed in the library's Cat in the Hat costume.

15. New Business –

- a. Director's Evaluation – Biederman could not attend tonight's meeting. MOTION to table the evaluation by Shaw/Middleton, approved unanimously. A special closed session of the Library Board will be held next week (date and time TDB) to conduct the evaluation.
- b. 2014 Library Board Meeting Dates – The Board will meet on the second Tuesday of each month in 2014. MOTION to approve the proposed 2014 Board meeting dates by Shaw/Middleton, approved unanimously.
- c. 2014 Holidays When Library is Closed – Director Wess presented a list of holiday dates in 2014 when the Library will be closed. MOTION to approve the 2014 holiday dates by Shaw/Chidester, approved unanimously.

16. Adjournment – MOTION to adjourn at 8:26 p.m. by Shaw/Chidester, approved unanimously.

The next regular meeting will be January 14, 2014, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Randy Westbrooks, Vice-President