

Milan Public Library Board of Trustees  
Public Meeting of November 12, 2013  
Regular Meeting, 7:30 p.m.  
Milan Public Library Meeting Room

- 1. Call to order at 7:35 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, Erin Durrett
  - c. Public present: None
- 2. Public comment** – Director Wess introduced Erin Durrett, the new reference librarian, to the Board.
- 3. Suggestion Box** – Patrons suggested the purchase of the following:
  - a. *Transformers Prime* seasons (DVD)
  - b. *Anastasia* (DVD)
  - c. *13 Gifts* by Wendy Mass
  - d. *James Bond: Colonel Sun* by Robert Markham
- 4. Approval of Agenda** – Suggestion to add c. Auditor to New Business. MOTION to approve agenda as amended by Biederman/Middleton, approved unanimously.
- 5. Reading and Approval of Minutes** – MOTION to approve the October 2013 minutes by Westbrooks/Shaw, approved unanimously.
- 6. Correspondence** –
  - a. Westbrooks was contacted by a patron about the library's decision to not purchase a specific book about fracking. Director Wess responded that the book is not appropriate for a public library collection. It is available through Interlibrary Loan.
  - b. Director Wess presented a letter from Ron Eaton (the library's auditor) congratulating the library on the completeness and accuracy of our financial records for the past year.
- 7. Financial Report** – The board reviewed the financial results for the month of October 2013. MOTION to approve the October financial report by Westbrooks/Shaw, approved unanimously.

**8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for October 2013 by Shaw/Westbrooks, approved unanimously.

**9. Bank Statements** – MOTION to table the bank reconciliations for July-October 2013 by Westbrooks/Shaw, approved unanimously.

**10. Budget Amendments** – None.

**11. District Library** – None.

**12. Committee Reports** – None.

**13. Director's Report** –

- a. The library's participation in the Downtown Merchants' Trick-or-Treat event was a success. The library has been engaging in a number of adult outreach activities in the community over the past year.
- b. The Friends of the Library will be having a Black Friday book sale on the day after Thanksgiving.
- c. Director Wess included a summary of the Michigan Open Meetings Act in the Board Packet this month.

**14. Old Business** –

- a. Michicard – On behalf of the Association of Library Cooperative Directors, the Suburban Library Cooperative is creating a new program to replace Michicard. The new program is named MILibraryCard. It will function essentially the same as Michicard. There will be nominal, at-cost fees for stickers to attach to patron cards and for window clings. MOTION to join the MILibraryCard program by Westbrooks/Shaw, approved by a vote of 5-1.
- b. Christmas Parade – The library will participate in the Milan Christmas Parade. The Board discussed logistics (e.g., vehicle availability, creating a banner, etc.).

**15. New Business** –

- a. Staffing – The Board had a discussion concerning staff compensation.
- b. Removal of Remaining Heat Registers – If all 10 remaining heat registers are removed at the same time, it will cost \$500 per register. Director Wess would like to use the

Contingency Fund to have this taken care of so that the library can pursue a grant to purchase new carpeting in the spring. MOTION to approve the use of the Contingency Fund for this purpose by Phillips/Westbrooks, approved by a vote of 5-1.

c. Auditor – Ron Eaton submitted a new contract to conduct next year's audit.

**16. Adjournment** – MOTION to adjourn at 8:09 p.m. by Biederman/Westbrooks, approved unanimously. The next regular meeting will be December 10, 2013, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President