

Milan Public Library Board of Trustees  
Public Meeting of October 14, 2014  
Regular Meeting, 7:30 p.m.  
Milan Public Library Meeting Room

- 1. Call to order at 7:34 p.m. by Biederman.**
  - a. Trustees present: Bob Chidester, Darlene Middleton, Millard Phillips, and Randy Westbrooks; Excused absent: Joyce Armitage, Larry Biederman
  - b. Staff present: Library Director Susan Wess
  - c. Public present: None
- 2. Public comment** – None.
- 3. Suggestion Box** – Tabled until November.
- 4. Approval of Agenda** – Suggestion to amend the Agenda by adding 15. New Business d. Cost of Copies. MOTION to approve the agenda as amended by Westbrooks/Middleton, approved unanimously.
- 5. Reading and Approval of Minutes** – MOTION to approve the September 2014 minutes by Phillips/Middleton, approved unanimously.
- 6. Correspondence** – None.
- 7. Financial Report** – MOTION to approve the September financial report by Phillips/Chidester, approved unanimously.
- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for September 2014 by Middleton/Phillips, approved unanimously.
- 9. Bank Statements** – MOTION to table the bank reconciliations for July-September 2014 by Westbrooks/Middleton, approved unanimously.
- 10. Budget Amendments** – None.
- 11. District Library** – Director Wess, President Biederman and Mayor Armitage met with representatives of the Monroe County Library System on September 23. The Monroe County Library System is worried about having to pass competing millages in certain townships if both Monroe County and Milan have district libraries. They will be discussing the issue further at their October board meeting.
- 12. Committee Reports** – None.

### **13. Director's Report –**

- a. The staff is trying to juggle hours again due to vacations.
- b. Some library staff attended a workshop at the Plymouth District Library that focused on the topics of doing more with less, working with volunteers, and fundraising.
- c. The Michigan Municipal League hired a contractor to appraise the Library property for insurance purposes. The appraisal contained incorrect information, however, so Director Wess contacted the MML to correct the appraisal. Our renewal premium for property and liability insurance will be increasing slightly for next year.
- d. The Library has been purchasing new materials that will be of interest to local small business owners, and has developed a brochure advertising these materials that will be mailed to local businesses.
- e. The gas meter for the new boiler has been installed, and we are now being metered separately from the City. Gainsley Electric came out again recently to replace more lights and ballasts.

### **14. Old Business – None.**

### **15. New Business –**

- a. Check for Snow Removal Contribution – The Library will write a check to the City to help cover the costs of winter snow removal around the Library for the coming season.
- b. Battery Backup – The library has been having issues with power outages that have been affecting computer users. Our IT consultant recommended purchasing battery backups at a cost of \$325 each for 6 batteries. MOTION to purchase 6 battery backups in increments (three purchases of 2 batteries each), with the final purchase to be made prior to June 30, 2015 by Westbrooks/Middleton, approved unanimously.
- c. Cleaning Service – The Library has had recent issues with the janitorial services provided by Clean Net. MOTION to provide Clean Net with a 30-day notice of contract cancellation by Westbrooks/Phillips, unanimously. MOTION to request a bid from an individual cleaner for monthly cleaning services and, if the bid is acceptable, to sign a contract for a three-month trial period by Westbrooks/Middleton, approved unanimously.

d. Cost of Copies – The Library currently charges \$0.25 for color copies and \$0.15 for black and white copies (excluding copies for students doing homework, for which the Library charges \$0.10), which is not enough to cover the cost of ink cartridges. MOTION to raise the charge for color copies to \$0.45 and the charge for black and white copies to \$0.20 (excluding copies for students doing homework, which will remain at \$0.10) as of November 1, 2014 by Chidester/Middleton, approved unanimously.

**16. Adjournment** – MOTION to adjourn at 8:21 p.m. by Westbrook/Phillips, approved unanimously. The next regular meeting will be November 11, 2014, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President