

Milan Public Library Board of Trustees  
Public Meeting of November 11, 2014  
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: Joyce Armitage, Larry Biederman, Bob Chidester, Darlene Middleton, Millard Phillips, and Randy Westbrook
- b. Staff present: Library Director Susan Wess
- c. Public present: None

**2. Public comment – None.**

**3. Suggestion Box –**

- a. An anonymous donation of \$20 was made to purchase new mouse pads for the library computers.
- b. *News Room* Season 2 (DVD)
- c. *Wildwood Imperium* by Colin Meloy
- d. *Inception* (DVD)
- e. *Top Gear*
- f. *Under the Dome* Season 2 (DVD)
- g. *Gone in 60 Seconds* (DVD)
- h. *MacGuyver* Seasons 6 and 7 (DVD)
- i. *Forrest Gump* (DVD)
- j. *The 13<sup>th</sup> Reality* book series by James Dashner
- k. *The Big Revival* by Kenny Chesney (CD)
- l. *Alice in Zombieland* by Schoolastic
- m. *Storm of Dogs* by Erin Hunter (#6 in the Survivors series)
- n. *The Mistletoe Promise* by Richard Paul Evans
- o. *The Inevitable End* by Royskopp (CD)

- 4. Approval of Agenda** – Suggestion to amend the Agenda by adding 15. New Business d. Nina Pemberton. MOTION to approve the agenda as amended by Westbrooks/Biederman, approved unanimously.
- 5. Reading and Approval of Minutes** – It was noted that the October 2014 minutes incorrectly state that the meeting was called to order by Biederman, and should be amended to reflect that the meeting was called to order by Westbrooks. MOTION to approve the amended October 2014 minutes by Westbrooks/Middleton, approved unanimously.
- 6. Correspondence** – None.
- 7. Financial Report** – Middleton discussed the preliminary results of the annual audit. MOTION to approve the October financial report by Westbrooks/Chidester, approved unanimously.
- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for October 2014 by Middleton/Westbrooks, approved unanimously.
- 9. Bank Statements** – MOTION to approve the bank reconciliation for September 2014 by Westbrooks/Chidester, approved unanimously. MOTION to table the bank reconciliations for July-August and October 2014 by Westbrooks/Middleton, approved unanimously.
- 10. Budget Amendments** – None.
- 11. District Library** –
  - a. A hearing will be held in the State House on November 13 about the House bill to remove the expiration date for the ability to include school districts in the formation of district libraries. Mayor Armitage will attend.
  - b. Director Wess has been informed that the Monroe County District Library will be preparing a letter and sending it to the Board.
- 12. Committee Reports** – None.
- 13. Director's Report** –
  - a. The auditor recommended that the Building and Construction report should only be issued annually and the endowment reports quarterly, since they do not have enough activity to justify monthly reports.

- b. Jennifer Perryman greeted approximately 750 kids during the downtown trick-or-treating.
- c. The Library will be participating in National Game Day on November 15.
- d. Assistant Director Beaton attended the Media Coaching for Librarians seminar at the Jackson District Library on November 6. Monthly staff meetings have been scheduled for the Wednesday following Board meetings.

**14. Old Business –**

- a. Cleaning Service – Director Wess gave Clean Net the required 30-day notice of the cancellation our of our contract on November 1. She has also received a cost proposal from a new cleaning contractor.

**15. New Business –**

- a. Whistleblower Policy – By law, the Library must have a whistleblower policy. Director Wess provided several examples of such policies from other Michigan libraries.
- b. Christmas Bonus – MOTION to approve a \$50 Christmas bonus for Library employees by Westbrooks/Middleton, approved unanimously.
- c. Christmas Parade – The Library plans to participate in the Christmas parade again this year. MOTION to approve the expenditure of up to \$50 for lights to place on the parade vehicle by Westbrooks/Middleton, approved unanimously.
- d. Nina Pemberton – Mrs. Pemberton's husband has asked if her name can be added to the Mohr-Walls endowment fund. The Board discussed the possibility, and decided that it could not be done. However, the Board will invite Mr. Pemberton to establish a new endowment fund in her name.

**16. Adjournment** – MOTION to adjourn at 8:25 p.m. by Westbrooks/Phillips, approved unanimously. The next regular meeting will be December 9, 2014, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President