

Milan Public Library Board of Trustees  
Public Meeting of December 9, 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: Larry Biederman, Bob Chidester, Darlene Middleton, Millard Phillips, and Randy Westbrook; Excused Absent: Joyce Armitage
- b. Staff present: Library Director Susan Wess
- c. Public present: None

**2. Public comment – None.**

**3. Suggestion Box –**

- a. *The Identicle* (DVD).
- b. *Edge of Eternity* by Ken Follett
- c. *We Are Not Eaten by Yaks* by C. Alexandra London
- d. *Eye of Heaven* by Clive Cussler
- e. *Avatar: The Last Airbender Book 2 – Earth* (DVD set)
- f. *Legend of Kora* Books 3 and 4 (DVD)
- g. *The Violinist's Thumb: The Tale of the Dueling Neurosurgeons* by Sam Kean (Audio Book)

**4. Approval of Agenda –** Suggestion to amend the Agenda by adding 15. New Business. Donation and Match. MOTION to approve the agenda as amended by Westbrook/Biederman, approved unanimously.

**5. Reading and Approval of Minutes –** MOTION to approve the November 2014 minutes by Westbrook/Phillips, approved unanimously.

**6. Correspondence –**

- a. Biederman drafted a letter to Alvin Pemberton regarding his request to rename the Mohr/Walls Endowment Fund.
- b. The Monroe County District Library sent a letter to Director Wess declining to support our effort to form a Milan District Library.

- 7. Financial Report** – MOTION to approve the November financial report by Westbrooks/Biederman, approved unanimously.
- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for November 2014 by Middleton/Westbrooks, approved unanimously.
- 9. Bank Statements** – MOTION to table the bank reconciliations for July-August and October-November 2014 by Biederman/Middleton, approved unanimously.
- 10. Budget Amendments** – None.
- 11. District Library** – None.
- 12. Committee Reports** – None.
- 13. Director's Report** –
  - a. Copies of the annual audit were made available to the Board.
  - b. The Library closed early on November 24<sup>th</sup> as a result of the power outage that affected most of Milan.
  - c. The Library's public internet was down on November 28-29 and December 1. AT&T was able to restore service on December 2; someone from AT&T had accidentally cut the wrong wires at the junction box.
  - d. The library's new cleaning person has started work, and the improvement is noticeable.
- 14. Old Business** –
  - a. Whistleblower Policy – Biederman presented a draft Whistleblower Policy for the Library. MOTION to approve the Whistleblower Policy as presented by Westbrooks/Middleton, approved unanimously.
- 15. New Business** –
  - a. Christmas Parade Results – Due to unexpected circumstances at the last minute, the Library was not able to participate in the Christmas Parade.
  - b. Vacation Hours Accrual – Due to unusual circumstances, one of the library's circulation employees has reached the maximum number of accrued vacation hours allowed. MOTION to allow this employee to continue to accrue vacation hours for a period of three months by Westbrooks/Middleton, approved unanimously.

- c. Hiring Reference and Circulation Clerk Subs – The Library has had a hard time staying fully staffed in recent months, so Director Wess requested that the Library hire two reference subs and two circulation subs. The Board discussed the parameters of such new hires, and recommended that any use of substitutes be limited to three days at a time, after which the continued use of a given substitute must be approved by the Treasurer. MOTION to hire two circulation substitutes and two reference substitutes subject to the three-day limitation and at a pay rate of minimum wage plus \$0.25/hr by Westbrooks/Biederman, approved unanimously.
- d. Endowment Funds – JP Morgan Chase Bank liquidated the Library's endowment funds and sent us four checks, one for each fund. Shayna Accounting provided some recommendations for new investment advisors for these funds. The Finance Committee will meet with representatives of Morgan Stanley and Wells Fargo to investigate our options.
- e. Donation and Match – The Library received a \$250 donation for new books. The donation came with a match, but the match is only available to 501(c)3 entities, which the Library is not. Director Wess is looking into whether we can still receive the match.

**16. Adjournment** – MOTION to adjourn at 8:35 p.m. by Westbrooks/Biederman, approved unanimously. The next regular meeting will be January 13, 2015, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President