

Milan Public Library Board of Trustees
Public Meeting of January 13, 2015
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

- 1. Call to order at 7:31 p.m. by Biederman.**
 - a. Trustees present: Larry Biederman, Bob Chidester, Millard Phillips, and Randy Westbrooks
 - b. Trustees Excused Absent: Joyce Armitage and Darlene Middleton,
 - c. Staff present: Library Director Susan Wess
 - d. Public present: None
- 2. Public comment – None.**
- 3. Suggestion Box –**
 - a. *Big Hero 6* (DVD)
 - b. *Slow Horses* by Mick Herron (Audio Book)
- 4. Approval of Agenda –** Suggestion to amend the Agenda by adding 15. New Business f. Broken Stuff and g. Director Evaluation. MOTION to approve the agenda as amended by Westbrooks/Biederman, approved unanimously.
- 5. Reading and Approval of Minutes –** MOTION to approve the December 2014 minutes by Westbrooks/Phillips, approved unanimously.
- 6. Correspondence – None.**
- 7. Financial Report –** MOTION to table the December financial report by Westbrooks/Biederman, approved unanimously.
- 8. Approval of Bills, Payables –** MOTION to table Bills & Payables for December 2014 by Biederman/Westbrooks, approved unanimously.
- 9. Bank Statements –** MOTION to table the bank reconciliations for July-August and October-December 2014 by Biederman/Westbrookd, approved unanimously.
- 10. Budget Amendments – None.**
- 11. District Library –** The bill to remove the sunset provision of the state district library law did not pass. Therefore, it is no longer possible to form a district library with a school district.

12. Committee Reports – None.

13. Director's Report –

- a. Monroe Plumbing & Heating came out between Christmas and New Year's due to the building being unusually cold. Nothing was mechanically wrong, however, and MPH suggested that the ceiling fans be run on low to move warm air down.
- b. The Library opened late on January 3 due to icy conditions.
- c. Storytime programs have resumed following a short break for the holidays. The library will participate in Aid in Milan's "Share the Love" program in February.
- d. Long-time library supporter Alice Allstetter passed away in December, and the library has received numerous donations (totaling almost \$500) in her memory.
- e. The state legislature has declined to increase state aid for libraries for the coming year.

14. Old Business –

- a. Endowment Funds – Director Wess spoke to investment bankers from Wells Fargo and Morgan Stanley. The banker from Morgan Stanley recommended CDs for the short-term, but provided a number of ideas and pointers for considering long-term options. The Board needs to develop an investment policy for the Library. The Library has recently received several donations for the endowment funds.
- b. Substitutes – Director Wess has received a number of great applications for the four substitute positions recently advertised. Interviews will begin soon.

15. New Business –

- a. Election of Officers – MOTION to retain the current officers of the Board for 2015 by Westbrooks/Chidester, approved unanimously.
- b. 2015 Board Meeting Dates – Director Wess provided the Board with a list of the regular meeting dates for 2015. MOTION to approve the list by Biederman/Westbrooks, approved unanimously.
- c. 2015 Library Holidays – Director Wess provided the Board with a list of the holidays on which the Library will be closed for 2015. MOTION to approve the list by Biederman/Westbrooks, approved unanimously.

- d. Safe Deposit Box – Currently four people are listed as having access to the Library's safe deposit box at the bank. One of these is Board member Joyce Armitage. As she is no longer a Library employee and she is not an officer on the Board, the Board agreed to replace her with Treasurer Darlene Middleton.
 - e. Holidays/Vacation Pay – The Board approved the use of vacation pay for holidays by Library employees.
 - f. Broken Stuff – The Library needs to hire someone to put weather stripping under the emergency exit door. Director Wess's office printer is dead, but she is hoping to re-arrange her office so she can use the reference printer. Another printer has also been acting up.
 - g. Director Evaluation – President Biederman will use Google Forms to collect director evaluations from the staff and Board this year.
- 16. Adjournment** – MOTION to adjourn at 8:10 p.m. by Westbrook/Biederman, approved unanimously. The next regular meeting will be February 10, 2015, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President