

Milan Public Library Board of Trustees  
Public Meeting of February 10, 2015  
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: Larry Biederman, Bob Chidester, Darlene Middleton, Millard Phillips, and Randy Westbrooks
- b. Trustees Excused Absent: Joyce Armitage
- c. Staff present: Library Director Susan Wess
- d. Public present: None

**2. Public comment – None.**

**3. Suggestion Box –**

- a. *Fur – Fish – Game* (magazine)
- b. *Rudderless* by Billy Crudup

**4. Approval of Agenda –** Suggestion to approve the Agenda by Westbrooks/Biederman, approved unanimously.

**5. Reading and Approval of Minutes –** MOTION to approve the January 2015 minutes by Westbrooks/Middleton, approved unanimously.

**6. Correspondence – None.**

**7. Financial Report –** MOTION to approve the December and January financial reports by Westbrooks/Chidester, approved unanimously.

**8. Approval of Bills, Payables –** MOTION to approve Bills & Payables for December 2014 and January 2015 by Middleton/Westbrooks, approved unanimously.

**9. Bank Statements –** The Board reviewed the bank reconciliations for November and December 2014. MOTION to table the bank reconciliations for July-August and October 2014 and January 2015 by Biederman/Westbrooks, approved unanimously.

**10. Budget Amendments – None.**

**11. District Library – None.**

**12. Committee Reports – None.**

### **13. Director's Report –**

- a. Applicants have been interviewed for the substitute reference librarian positions, and two have been hired. Interviews for the substitute circulation positions will be held next week. Three employees will be taking time off during the months of March and April.
- b. The Library has begun having Game Nights on Wednesday nights. The Blind Date with a Book program will be held again this year, and the Library will participate in the Share the Love program for Aid in Milan again.
- c. The Library has had to close for 1.5 days due to weather so far this year.
- d. Terry Bolt replaced the weather stripping on the emergency exit. Director Wess will ask him if he can clean the upholstered chairs. Director Wess will be painting over some graffiti in the men's restroom.
- e. The Library received \$610 in total in memory of Alice Allstetter. Another donation of \$1,250 was also received, earmarked for DVDs and mystery books.
- f. The Library recently received a tax revenue check for approximately \$76,000.
- g. The current capital improvements wish list includes interior painting, new chairs, and new carpet.

### **14. Old Business –**

- a. Endowment Funds – Director Wess has researched rates for CDs. PNC Bank offers a 13-month CD with a 0.73% interest rate. The highest 12-month rate is 0.40% from Wayne-Westland Credit Union. Director Wess will be attending a meeting with Monroe Bank & Trust and will report their rates to the Board.

### **15. New Business –**

- a. Investment Policy – The Board discussed several sample investment policies the Director Wess solicited from other libraries. Biederman will draft a policy for the Library.
- b. HRA – The Library's HRA account currently has a \$1,000 deductible, of which employees pay the first \$250 and the Library pays the remaining \$750. Director Wess's Medicare deductible is \$500. The Board agreed that Director Wess should pay the first \$250 and the Library should pay the remaining \$250.

- c. Employee Handbook/Policy and Procedure Book – The Library's Policy and Procedure Book currently includes a Confidentiality Agreement that employees are intended to sign. However, Director Wess suggested that it should properly be included in the Employee Handbook instead. The Board agreed. The Employee Handbook needs to be updated in a number of other areas as well.
  - d. Director's Evaluation – Biederman will be preparing the Director's evaluation next week.
- 16. Adjournment** – MOTION to adjourn at 8:10 p.m. by Westbrooks/Middleton, approved unanimously. The next regular meeting will be March 10, 2015, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President