

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

- 1. Call to order at 7:36 p.m. by Biederman.**
  - a. Trustees present: Joyce Armitage, Larry Biederman, Randy Westbrooks, Darlene Middleton, and Millard Phillips;
  - b. Trustees excused absent: Bob Chidester
  - c. Staff present: Library Director Susan Wess
  - d. Public present: None
- 2. Public comment** – None.
- 3. Suggestion Box** – tabled
- 4. Approval of Agenda** – MOTION to approve agenda with the addition of 15. New Business e. Girl Scouts and f. Approval of hiring (sub circ) Budget, by Middleton/Westbrooks, approved unanimously.
- 5. Reading and Approval of Minutes** – MOTION to approve the April 2015 minutes by Biederman/Middleton, approved unanimously.
- 6. Correspondence** – None
- 7. Financial Report** – MOTION to approve the April financial report by Phillips/Middleton, approved unanimously.
- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for April 2015 by Middleton/Armitage, approved unanimously.
- 9. Bank Statements** – MOTION to approve the April 2015 bank reconciliations by Westbrooks/Phillips, approved unanimously.
- 10. Budget Amendments** – NONE.
- 11. District Library** – NONE
- 12. Committee Reports** – NONE.
- 13. Director's Report** –
  - a. Staffing - Due to vacation schedules, the availability of subs has been helpful.
  - b. Finances – Funding from the Monroe County Foundation was received; a refund from AT&T is pending; we now pay for the RIDES (the Mel Delivery System) and the Co-op reimburses us; Due to the political climate, concerns exist over the potential of penal fines being taken from libraries; we are requesting grants from GMACF.

**14. Old Business –**

- a. Investment Policy –President Biederman is drafting an investment policy for board approval.

**15. New Business –**

- a. Current Budget – There was an error in calculating the property tax revenue that the library will receive in 2014/2015. Therefore, we will likely end the year in a deficit position and will use fund balance to cover this deficit.
- b. 2015/2016 Budget – The City of Milan has provided property tax revenue amounts for 2015/2016 and it will be close to the final amount received for 2014/2015. The Finance Committee and the Library Director will draft the budget.
- c. Library Lawyer – The library’s new lawyer will be Anne Seuryncck from Foster, Swift. She will be used as needed and does not need a retainer.
- d. Bookkeeper – The current bookkeeper is leaving Shayna. We would like to continue using her as a contract employee. The library director will inquire with Shayna as to whether this is possible.
- e. Girl Scouts – Have requested that fundraising materials be displayed at the library. Consistent with the library’s policy, we are not able to accommodate their request.
- f. Approval of Hiring – Sub Circ – A concern was raised that the sub-circ position is being filled by a library relative. The library director updated the board that there is no reporting relationship between relatives and that a conflict in appearance or fact does not exist.

**16. Adjournment** – MOTION to adjourn at 8:50 p.m. by Middleton/Biederman, approved unanimously.

The next regular meeting will be June 9, 2015, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President