

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

1. **Call to order at 7:38 p.m. by Biederman.**
 - a. Trustees present: Laurence 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** – Patrons suggested the purchase of the following materials:
 - a. Books by Brenda Novack
 - b. *The Dollmaker* (DVD)
4. **Approval of Agenda** – Suggestion to add 15.c. Kiwanis to the agenda. MOTION to approve the Agenda as amended by Chidester/Westbrooks, approved unanimously.
5. **Reading and Approval of Minutes** – MOTION to approve the May, August and September 2015 minutes by Westbrooks/Middleton, approved unanimously.
6. **Correspondence** – The Board received a request for information in relation to the upcoming election from the League of Women Voters of Ann Arbor.
7. **Financial Report** – MOTION to approve the September financial report by Westbrooks/Chidester, approved unanimously.
8. **Approval of Bills, Payables** – MOTION to approve Bills & Payables for September 2015 by Middleton/Phillips, approved unanimously.
9. **Bank Statements** – MOTION to table the bank reconciliations for May-September 2015 by Westbrooks/Middleton, approved unanimously.
10. **Budget Amendments** – None.
11. **District Library** – None.
12. **Committee Reports** – None.

13. Director's Report –

- a. The Library has a new bookkeeper with Shayna Accounting, Edie. She has been learning the ropes and met with the Auditor for two full days in September.
- b. The auditor were here on September 16 and 23. They had some questions about the way the Building and Construction Fund was set up with the Bank of Ann Arbor, and they are working to correct it.
- c. In the past, the city would prepare our L4029 tax forms for Washtenaw and Monroe counties, send it to the Library for the required signatures, and then submit it for us. With the recent separation of the City Clerk and Treasurer positions, this will no longer happen. The new City treasurer has been very helpful in showing Director Wess what needs to be done and how to submit the forms, which we will have to do ourselves from now on.
- d. In the past, the Library would receive tax revenue checks irregularly. By law, we are supposed to receive them every two weeks. This has finally started happening recently, which will help with the Library's cash flow.
- e. The Library has not had a Michigan Library Association membership for a long time due to the cost. The Library paid for a membership this year since Woodlands Co-Op has been providing reimbursement to member libraries to purchase the MLA membership. Our cost for Michigan Municipal League membership was a little higher this year.
- f. The Library has had several problems recently with mail being returned by the Milan Post Office, or going missing altogether.

14. Old Business –

- a. None.

15. New Business –

- a. Christmas Bonuses – Director Wess requested that the contract janitor be included in this year's Christmas bonuses. MOTION to approve a \$50 (after tax) Christmas bonus for all regular employees and the contract janitor by Westbrooks/Middleton, approved unanimously.

- b.** Millage 2016 – The Friends of the Library will need to establish a committee to promote the 2016 millage. The Library and Board members are not allowed to be involved in any millage campaign.
- c.** Kiwanis – Milan Kiwanis recently disbanded. It donated \$500 to the Library from its remaining funds, as well as a history of the Milan Kiwanis. MOTION to direct the donated funds to the purchase of children's books by Biederman/Middleton, approved unanimously.

16. Adjournment – MOTION to adjourn at 8:29 pm by Biederman/Westbrooks, approved unanimously. The next regular meeting will be November 10, 2015, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President