

Milan Public Library Board of Trustees
Public Meeting of February 9, 2016
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

1. **Call to order at 7:37 p.m. by Biederman.**
 - a. Trustees present: Laurence Biederman, Bob Chidester, Darlene Middleton, Randy Westbrooks
 - b. Trustees excused absent: Joyce Armitage, Millard Phillips
 - 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. *Pan* (DVD)
 - b. *Always Watching* by Lynette Eason
 - c. *If I Run* by Terri Blackstock
 - d. *You're the One that I Want* by Susan May Warren
 - e. *Cold Shot* by Dani Petrey
 - f. *Morning Star* by Pierce Brown
 - g. *Pink and Rex* children's book series by James Howe
4. **Approval of Agenda** – Suggestion to add *e. April Board Meeting* and *f. Recognition of Marilyn Alexander* to 15. New Business. MOTION to approve the Agenda as amended by Middleton/Westbrooks, approved unanimously.
5. **Reading and Approval of Minutes** – MOTION to approve the January 2016 minutes by Westbrooks/Middleton, approved unanimously.
6. **Correspondence** – None.
7. **Financial Report** – MOTION to approve the January financial report by Westbrooks/Chidester, approved unanimously.
8. **Approval of Bills, Payables** – MOTION to approve Bills & Payables for January 2016 by Westbrooks/Chidester, approved unanimously.

9. Bank Statements – MOTION to table the bank reconciliations for June-December 2015 and January 2016 by Westbrook/Middleton, approved unanimously.

10. Budget Amendments – None.

11. District Library – None.

12. Committee Reports – None.

13. Director's Report –

- a. The Library continues to receive donations in Marilyn Alexander's name. The Library has also received several other designated and undesignated donations.
- b. The Library is once again participating in the "Share the Love" program for Aid in Milan.
- c. The Library is doing Blind Date with a Book for the third year this year. An instructor from MSU Extension will be presenting a program on healthy eating on a budget at the Senior/Community Center on February 17. The Library would like to start a monthly Lego Club.
- d. Assistant Director Beaton will be representing the Library at the Michigan Small and Rural Libraries Conference in May, where she will be presenting a program on developing, maintaining and showcasing Adult Non-Fiction collections.
- e. A couple of bricks from outside the Library entrance have come out of the building, and will be re-cemented in the spring.

14. Old Business –

- a. WiFi Hotspots –The Library is almost ready to begin the pilot program.

15. New Business –

- a. Election of Officers – MOTION to retain the current slate of officers for 2016 by Middleton/Westbrook, approved unanimously.
- b. 457 Plan – MOTION to approve the Library's participation in the Municipal Employees' Retirement System of Michigan by Biederman/Middleton, approved unanimously.
- c. Audit – Baker, Eaton & Owen Associates has completed the annual audit of the Library's accounting for the fiscal year ending June 30, 2015. They noted two minor issues with our accounting practices that are a result of the small size of the Library and the

impracticality of adding a staff position to address these issues. Both are common issues with small libraries.

- d. Rural Libraries Conference – MOTION to reimburse Assistant Director Beaton and one other staff member for some of the expenses to attend the Rural Libraries Conference by Westbrook/Middleton, approved unanimously.
 - e. April Board Meeting – Director Wess will not be able to attend the April Board meeting. Assistant Director Beaton will attend in her place.
 - f. Recognition of Marilyn Alexander – The Board will consider ways in which to formally and permanently recognize Marilyn Alexander’s many years of service through the Friends of the Library.
- 16. Adjournment** – MOTION to adjourn at 8:15 pm by Chidester/Middleton, approved unanimously. The next regular meeting will be March 8, 2015, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President