

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

- 1. Call to order at 7:30 p.m. by Westbrooks.**
 - a. Trustees present: Joyce Armitage, Bob Chidester, Millard Phillips, Randy Westbrooks
 - b. Trustees excused absent: Laurence Biederman, Darlene Middleton
 - c. Staff present: Library Director Susan Wess, Youth Services Coordinator Jennifer Perryman
 - d. Public present: None
- 2. Public comment** – None.
- 3. Suggestion Box** – Tabled until the September meeting.
- 4. Approval of Agenda** – MOTION to approve the Agenda by Chidester/Armitage, approved unanimously.
- 5. Reading and Approval of Minutes** – MOTION to approve the June 14, 2016 and June 28, 2016 minutes by Phillips/Armitage, approved unanimously.
- 6. Correspondence** – None.
- 7. Financial Report** – MOTION to approve the May financial report by Westbrooks/Phillips, approved unanimously.
- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for June-July 2016 by Chidester/Armitage, approved unanimously.
- 9. Bank Statements** – MOTION to table the bank reconciliations for January-July 2016 by Westbrooks/Chidester, approved unanimously.
- 10. Budget Amendments** – None.
- 11. District Library** – None.
- 12. Committee Reports** – None.
- 13. Director's Report** –
 - a. The Library millage passed by a margin of about 2 to 1. A total of 51 out of 55 library millages in Michigan passed. However, we discovered that there is a lot of

misinformation in the community about how the library operates. There needs to be better communication between the Library and the City, as well as the Library and the general public. Director Wess recommends developing a FAQ brochure.

- b. The library's roof was recently checked and is in good repair. The handicap door was recently fixed. Other routine maintenance issues are being taken care of.
- c. The mobile WiFi hotspots are going out like hotcakes.
- d. The Milan Library has been chosen by the Harwood Institute to have two employees participate in this year's Harwood Public Innovation Training.
- e. The Library did not participate in Summer Fest this year, but did have activities for kids at the library.
- f. The pilot program to provide library cards to Milan Area Schools students who do not live within our service area has received 11 applications; eight of those would qualify for MILibrary cards.
- g. The Library received \$462 more in penal fines from Washtenaw County this year than last year. We are still waiting for penal fines from Monroe County.

14. New Business –

- a. Woodlands Contract – MOTION to approve the new annual contract with the Woodlands Cooperative by Phillips/Chidester, approved unanimously.
- b. Telephone System – The Library's current phone system is 14 years old, and we pay \$700/year for maintenance. Director Wess has looked into options to upgrade the system with our current provider. MOTION to approve the phone system upgrade by Phillips/Chidester, approved unanimously.
- c. Communications with City Hall – Given the events surrounding Mayor Armitage's Facebook post regarding the millage proposal, the Library needs to improve communication with the City.

15. Old Business –

- a. Interim Director – The Board will need to settle the financial details regarding Assistant Director Beaton's upcoming appointment as Interim Director.

16. Adjournment – MOTION to adjourn at 7:58 pm by Westbrooks/Armitage, approved unanimously. The next regular meeting will be September 13, 2016, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Randy Westbrooks, Vice-President