

Milan Public Library Board of Trustees
Public Meeting of September 13, 2016
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

1. Call to order at 7:31 p.m. by Westbrooks.

- a. Trustees present: Joyce Armitage, Laurence Biederman, Bob Chidester, Darlene Middleton, Millard Phillips, Randy Westbrooks
- b. Trustees excused absent: None
- c. Staff present: Library Director Susan Wess; Assistant Director Barbara Beaton
- d. Public present: Mayor Michael Armitage

2. Public comment – None.

3. Suggestion Box –

- a. One patron has noticed evidence of moles in the grassy area between the library and the parking lot.
- b. One patron wanted to let the Library know that one of our special program instructors / circulation clerk substitutes has been doing a wonderful job.

4. Approval of Agenda – MOTION to approve the Agenda by Westbrooks/Middleton, approved unanimously.

5. Reading and Approval of Minutes – MOTION to approve the August 9, 2016 minutes by Chidester/Middleton, approved unanimously.

6. Correspondence – None.

7. Financial Report – MOTION to approve the May financial report by Westbrooks/Chidester, approved unanimously.

8. Approval of Bills, Payables – MOTION to approve Bills & Payables for August 2016 by Biederman/Westbrooks, approved unanimously.

9. Bank Statements – MOTION to table the bank reconciliations for January-August 2016 by Westbrooks/Biederman, approved unanimously.

10. Budget Amendments – None.

11. District Library – None.

12. Committee Reports – None.

13. Director's Report –

- a. The Library has had several maintenance issues in the past month. The front door locks have been re-keyed, a defunct mercury thermostat was removed.
- b. A sexually explicit letter was taped to the Library's front door during business hours. As a result, additional security cameras have been added.
- c. City Hall is having a document shredding company come out on September 16. The Library has about 15+ years of financial documents in the basement, and will be having about ten years shredded.
- d. The Library's copier lease ran out recently, so there is a new one. The new lease will be about \$20 less per month. The Library also had a new telephone system installed.
- e. Ron Eaton will be coming to the Library on October 3 to begin our annual audit.
- f. The Library received an \$800 dividend check from the Michigan Municipal League.
- g. Adult programs for the Fall include one on growing garlic and "Crafty Afternoons." There may be an introduction to beekeeping program late in the year.
- h. September is National Library Card Sign-Up Month.
- i. There will be upcoming changes in the Library's employee health insurance coverage.
- j. Director Wess will be on medical leave from the end of October until January.

14. New Business –

- a. Communications with City Hall and Mayor Armitage – The Board and Mayor Armitage discussed how to improve communication between the City and the Library. One idea raised by the Mayor was for the Library to copy its Board meeting minutes to the City Council. The issues involved in forming a district library were also discussed.

15. Old Business –

- a. Interim Director – MOTION to enter into a closed session by Biederman/Middleton, approved unanimously. Director Wess recommended that Assistant Director Beaton receive a weekly stipend of \$300/week above her normal pay. In addition, she will be working a full 40-hour week during Director Wess's medical leave, instead of her usual

25-hour week. This would result in an additional personnel cost of \$4,544. However, the Library will also save approximately \$3,200 on Director Wess's salary during this time. MOTION to approve a weekly stipend of \$300 above her normal hourly pay during Assistant Director Beaton's appointment as Interim Director by Biederman/Westbrooks, approved unanimously. MOTION to end the closed session by Biederman/Chidester, approved unanimously.

16. Adjournment – MOTION to adjourn at 8:53 pm by Biederman/Chidester, approved unanimously. The next regular meeting will be October 11, 2016, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President