

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

- 1. Call to order at 7:43 p.m. by Westbrooks.**
  - a. Trustees present: Laurence Biederman, Bob Chidester, Darlene Middleton, Millard Phillips, Randy Westbrooks
  - b. Trustees excused absent: Joyce Armitage
  - c. Staff present: Acting Director Barbara Beaton
  - d. Public present: None
- 2. Public comment – None.**
- 3. Suggestion Box –**
  - a. *Lapidary Journal* (magazine)
  - b. Two positive reviews of the mobile HotSpots were received.
- 4. Approval of Agenda –** MOTION to approve the Agenda by Westbrooks/Middleton, approved unanimously.
- 5. Reading and Approval of Minutes –** MOTION to approve the November 1, 2016 minutes by Westbrooks/Biederman, approved unanimously.
- 6. Correspondence –** None.
- 7. Financial Report –** MOTION to approve the October and November financial reports by Westbrooks/Biederman, approved unanimously.
- 8. Approval of Bills, Payables –** MOTION to approve Bills & Payables for October and November 2016 by Chidester/Westbrooks, approved unanimously.
- 9. Bank Statements –** MOTION to table the bank reconciliations for July-November 2016 by Westbrooks/Biederman, approved unanimously.
- 10. Budget Amendments –** None.
- 11. District Library –** None.
- 12. Committee Reports –** None.
- 13. Acting Director’s Report –**

- a. Library staff will sponsor a family with Aid in Milan again this year.
- b. Reference Librarian Erin Durrett has accepted a full-time position at the Flint Public Library, but will stay on with the Milan Public Library as a substitute as needed.
- c. The Library received a reimbursement check from the state to cover the amount of millage funding lost to the Personal Property Tax repeal.

**14. New Business –**

- a. Investments – There are still two funds in which the Library invests that include stocks. The Board will take up this issue again in the new year.
- b. 2017 Board Meeting Schedule – MOTION to approve the proposed Board meeting dates for 2017 by Middleton/Westbrooks, approved unanimously.
- c. 2017 Holiday Closings – MOTION to approve the proposed Library closing dates for 2017 by Westbrooks/Middleton, approved unanimously.
- d. Staff Recognition – MOTION to approve end-of-year bonuses for staff by Westbrooks/Phillips, approved unanimously.

**15. Old Business –**

- a. **Cost of Living Compensation** – The Board discussed adjustments to compensation for full-time staff based on changing costs of living.
- b. **Policy Manual** – Acting Director Beaton volunteered to assist with the effort to update the Library's Policy Manual.

- 16. Adjournment** – MOTION to adjourn at 8:43 pm by Biederman/Westbrooks, approved unanimously. The next regular meeting will be January 10, 2017, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President