

Milan Public Library Board of Trustees  
Public Meeting of November 14, 2017  
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, Rose Savage, Randy Westbrooks
  - b. Trustees excused absent:
  - c. Staff present: Acting Director Barbara Beaton
  - d. Public present:
- 2. Public comment – None.**
- 3. Suggestion Box –**
  - a. *Dangerous Illusions* by Irene Hannon
  - b. *A Matter of Trust* by Susan May Warren
- 4. Approval of Agenda –** MOTION to approve the Agenda by Westbrooks/Middleton, approved unanimously.
- 5. Reading and Approval of Minutes –** MOTION to approve the October 2017 minutes by Westbrooks/Middleton, approved unanimously.
- 6. Correspondence – None.**
- 7. Financial Report –** MOTION to approve the October financial report by Westbrooks/Biederman, approved unanimously
- 8. Approval of Bills, Payables –** MOTION to approve Bills & Payables for October 2017 by Westbrooks/Chidester, approved unanimously.
- 9. Budget Amendments – None.**
- 10. District Library – None.**
- 11. Committee Reports – None.**
- 12. Acting Director's Report –**
  - a. Library staff have begun identifying Overdrive audiobook titles to purchase.

- b. Two programs in honor of Marilyn Alexander are being held: Bats in the Library (11/14) and Holiday Music and Refreshments (12/21).
- c. Both keys to the restroom went missing on November 7. The Men's room key was recovered, but the Library had the locksmith in the change the lock on the Women's restroom. New security measures have been implemented to prevent this from happening again.
- d. Various staff members have participated recently in a number of webinars and workshops.
- e. The Library's grant proposal to GMACF for a drive-up book/media return box was not approved.

### **13. New Business –**

- a. **Materials Selection Policy** – Assistant Director Beaton presented a slightly updated version of the Library's Materials Selection Policy, which was last updated in 1998 and last approved in 2007. MOTION to approve the updated Materials Selection Policy by Westbrook/Middleton, approved unanimously.
- b. **2018 Holidays** – Assistant Director Beaton presented a proposed list of Library Holiday closings for 2018. MOTION to approve the proposed closing dates by Westbrook/Middleton, approved unanimously.
- c. **Medical Coverage** – Director Wess submitted a written description of the options for insurance coverage for full-time staff members for 2018. MOTION to select Medigap G as the insurance for full-time staff members by Westbrook/Middleton, approved unanimously. MOTION to approve a request for medical expense reimbursement by one full-time staff member by Westbrook/Middleton, approved unanimously.

### **14. Old Business –**

- a. **Board Vacancy** – The Board discussed proposed text for the advertisement for the current Board vacancy. The deadline for applications was set as January 5.

**15. Adjournment** – MOTION to adjourn at 8:28 pm by Chidester/Westbrooks, approved unanimously. The next regular meeting will be December 12, 2017, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President