

Milan Public Library Board of Trustees
Public Meeting of January 9, 2018
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

- 1. Call to order at 7:39 p.m. by Biederman.**
 - a. Trustees present: Laurence Biederman, Bob Chidester, Darlene Middleton, Rose Savage, Randy Westbrooks
 - b. Trustees excused absent: None
 - c. Staff present: Director Susan Wess
 - d. Public present: Tom Sorensen, Jeff Neuburger, Gabe Burdette
- 2. Public comment** – None
- 3. Suggestion Box** –
 - a. Book *I.T.*
 - b. *Revival* (Eminem CD)
- 4. Approval of Agenda** – Suggestion to add 14.f. Handicap Entrance to the agenda. MOTION to approve the Agenda as amended by Westbrooks/Chidester, approved unanimously.
- 5. Reading and Approval of Minutes** – MOTION to approve the December 2017 minutes by Westbrooks/Biederman, approved unanimously.
- 6. Correspondence** – None.
- 7. Financial Report** – MOTION to approve the December financial report by Westbrooks/Chidester, approved unanimously.
- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for December 2017 by Westbrooks/Biederman, approved unanimously.
- 9. Budget Amendments** – None.
- 10. District Library** – None.
- 11. Committee Reports** – None.
- 12. Director's Report** –
 - a. Director Wess is working on the State Aid filing, which is due February 1.

- b. The Drive-Up Book Drop has been ordered and will be delivered in a few weeks. A location for its installation still has to be chosen.
- c. Two new adult computers have been purchased, as well as six more chairs for the meeting room.
- d. The bed bug-sniffing dogs came out again in December and did not find anything.
- e. Director Wess's office has a heating problem. Ice builds up on the inside of the windows and then melts onto the carpet.
- f. The three adult programs have been getting a great response. Jennifer Perryman recently held a Children's Game Day. Regular children's programming will resume on January 16. This year's Summer Reading Program theme will be "Libraries Rock."
- g. Assistant Director Beaton attended the Overdrive Digipalooza conference last August on behalf of the Woodlands Cooperative. She will continue to work on a number of Woodlands initiatives.

13. New Business –

- a. **Election of Officers** – Tabled until February.
- b. **Retirement Funding** – There is a shortage in the retirement funding and Darlene will look into it more before a decision is made.
- c. **Accepting Credit Cards** – Some patrons have been asking to pay fines and fees using a credit card. Director Wess asked the Board if it was reasonable to look into this option, and the Board agreed that it is.
- d. **Goals for 2018**
 - i. **Millage Renewal** – The 0.25 mill renewal will theoretically be on the ballot in November, although if there is an election sooner in the year the Library could be on the ballot then and, if it fails, try again in November.
 - ii. **More Programming** – Director Wess would like to create a new permanent, part-time position for a Programming Coordinator. The position would be a 15-hour/week position. MOTION to approve the new position by Westbrook/Middleton, approved unanimously.

d.ii.1. Staffing – Director Wess proposed changing the job title “Page” to “Collections Management Assistant.” MOTION to approve the job title change by Westbrooks/Middleton, approved unanimously.

iii. New Web Page – Assistant Director Beaton is continuing to work on a new website for the Library.

iv. Updating Policy and Employee Manuals – This is an ongoing project.

e. Audit – The Library engaged Lally Group, PC of Jackson to conduct this year’s audit. The audit came back with no major problems or issues.

f. Handicap Entrance – The handicap door has been scraping against the cement recently, causing it to get stuck slightly open. Director Wess is hoping that warmer weather will cause the cement to subside.

14. Old Business –

a. Board Vacancy – MOTION to enter a closed session to discuss the applicants for the open Board position by Biederman/Middleton, approved unanimously. MOTION to end the closed session by Biederman/Middleton, approved unanimously. MOTION to appoint Tom Sorensen to the open Board position by Middleton/Westbrooks, approved unanimously.

15. Adjournment – MOTION to adjourn at 9:13 pm by Biederman/Westbrooks, approved unanimously. The next regular meeting will be February 13, 2018, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President