

Milan Public Library Board of Trustees
Public Meeting of March 13, 2018
Regular Meeting, 7:30 p.m.
Milan Public Library Meeting Room

1. Call to order at 7:32 p.m. by Biederman.

- a. Trustees present: Laurence Biederman, Bob Chidester, Rose Savage, Tom Sorensen, Randy Westbrooks
- b. Trustees excused absent: Darlene Middleton
- c. Staff present: Director Susan Wess
- d. Public present: None

2. Public comment – None.

3. Suggestion Box –

- a. *If I Live* by Terri Blackstock
- b. *As Bright as Heaven* by Susan Meissner
- c. *Oath of Honor* by Lynette Eason
- d. *The Road Home* by Beverly Lewis
- e. *The Masterpiece* by Francine Rivers

4. Approval of Agenda – Suggestion to add 13.d. Board Packets to the agenda. MOTION to approve the Agenda as amended by Westbrooks/Sorensen, approved unanimously.

5. Reading and Approval of Minutes – MOTION to approve the February 2018 minutes by Westbrooks/Biederman, approved unanimously.

6. Correspondence –

- a. The Michigan Department of Treasury sent a letter about the Library's retirement funding. There is a form that the Library must fill out and return within 35 days.

7. Financial Report – Director Wess explained a couple of minor changes to the way that reimbursements and designated expenditures are accounted for in the Library's budget. MOTION to table the February financial report by Biederman/Westbrooks, approved unanimously.

- 8. Approval of Bills, Payables** – MOTION to approve Bills & Payables for February 2018 by Chidester/Sorensen, approved unanimously.
- 9. Budget Amendments** – None.
- 10. District Library** – None.
- 11. Committee Reports** – None.
- 12. Director's Report** –
 - a. National Library Week is April 8-14. The Library will have a tea tasting at the Owl. In the future there may be beer and wine tastings as well.
 - b. The Library staff will have an in-service day on April 18.
 - c. Planning for the Summer Reading Program has already begun.
 - d. The Library has two display cases now, with rotating displays.
- 13. New Business** –
 - a. **Donation** – A couple has donated \$2,000 for DVDs and Mysteries and \$3,000 for physical improvements to the Library. MOTION to approve the investigation and purchase of new LED overhead lights to replace the existing overhead lights by Westbrooks/Sorensen, approved unanimously.
 - b. **Board Packets** – Director Wess would like to switch to a system of emailing board packets ahead of time and having hard copies available at the meeting, rather than delivering hard copies ahead of time.
- 14. Old Business** –
 - a. **Retirement Funding** – The Library needs to provide more funding for its retirement fund. Treasurer Middleton and Director Wess will be discussing this before the next meeting.
- 15. Adjournment** – MOTION to adjourn at 8:05 pm by Biederman/Westbrooks, approved unanimously. The next regular meeting will be April 10, 2018, at 7:30 p.m.

Respectfully submitted,

Robert Chidester, Secretary

Laurence Biederman, President