

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, January 29, 2008 7:00 p.m.

Members Present: Keef, Caswell, Harris, Brown and Collins. Director Hatch was also present. Trustee Clemens was Absent.

1. **Call to Order:** President Keef called the meeting to order at 7:05 pm
2. **Approval of the Agenda:** Caswell moved to approve the agenda, as amended, Collins seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: November 27, 2007: Harris moved to approve Regular Meeting minutes of November 27, 2007, Brown seconded. Motion carried.
4. **Call to the Public:** None present.
5. **Finances:**
 - 5.1. Review of Financial Statements for November and December 2007: Financial Statements were provided.
 - 5.2. Approval of Invoices for November and December: Brown moved to approve expenses for November in the amount of \$80,866.93, and December in the amount of \$74,304.57, Caswell seconded. Motion carried.
 - 5.3. Year-End Budget Adjustments: Harris moved to approved Budget Adjustment #4, Brown seconded. Motion carried.
 - 5.4. Donations: Director Hatch mentioned several donations came in at year end, Thank you notes were written. Funding received for Owl Sculptures.
6. **Unfinished Business:**
 - 6.1. Sidewalk Issues: Director Hatch reported a simpler form of specifications was located on-line. Documents to be reviewed by attorney. Director Hatch plans to have a document available for review at the February Board Meeting, with call for proposals going out soon thereafter. Discussion of when to schedule the project.
 - 6.2. Staff Health Care Benefits: Director Hatch provided a revised policy 224. Director Hatch will confer with lawyer regarding employee on Medicare. Collins moved to approve revision to personnel policy 224, Brown seconded. Motion carried.
7. **New Business:**
 - 7.1. Annual Meeting:
 - 7.1.1. Election of officers: Brown moved to retain current Officers, Caswell seconded. Motion carried
President: Janet Keef
Vice President: Judy Clemens
Secretary: Barbara Harris
Treasurer: Mark Caswell
 - 7.1.2. Schedule of Meetings: Director Hatch provided a schedule of regular meetings for 2008. Caswell moved to approve the Schedule of meetings for 2008 as amended, Collins seconded. Motion carried.
 - 7.1.3. Schedule of Library Closings: Director Hatch provided a schedule of library closings. Brown moved to approved the schedule of library closings including an In service day for library staff, date to be announced, Caswell seconded. Motion carried.

- 7.1.4. Annual Report: Director Hatch will provide the Annual Report following Library Audit.
- 7.2. Technology Upgrades: Director Hatch presented a plan for technology improvements for 2008 utilizing fund balance reserved for technology. Caswell moved to approve technology upgrades with new service contract, Collins seconded. Motion carried.
- 7.3. Policy Update:
 - 7.3.1. Policy 501 Loan Periods: Director Hatch proposed to standardize loan period for all items except periodicals and equipment to three weeks, with high demand items at two weeks. Harris moved to approve the revision to policy 501, Caswell seconded. Motion carried.
- 7.4. Director's Compensation and Benefit Package: Discussion regarding Director Hatch's compensation for 2008 with final decision to be completed following an evaluation. Director Hatch will mail evaluation forms to the board members.

8. Communications:

- 8.1. Citizen's Request for Reconsideration: Director Hatch shared a citizen's request for reconsideration. Brown moved to keep the item in the collection, Caswell seconded. Motion carried.
- 8.2. Charles Vallee, Email, 12/24/2007: Director Hatch shared an email thanking the library for excellent service.
- 8.3. Nancy Robertson, State Librarian, 12/07/2007: Director Hatch shared a proposed model for future state aid from the State Librarian.
- 8.4. Suggestion Box Comments: Director Hatch shared two comments.

9. Director's Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided the reports for November and December.
- 9.2. Staff Updates: Director Hatch shared the resignation of Dawn Keitz, and Dawn's replacement will be Tina Shave.
- 9.3. Building Updates: Director Hatch shared an incident with a coil, and received \$25.00 from Constellation New Energy survey completion.
- 9.4. TLN Shared Automation System/Technology Update: Director Hatch shared the TLN Building has been sold, and TLN is now leasing a portion of the building. Director Hatch also reported the card catalog was down, repairs were taking longer than expected, however the issue did not affect the internet.
- 9.5. Friends of the Library Update: Director Hatch shared the Friends are planning another antique road show.
- 9.6. Incident Reports: Director Hatch shared incident reports.

Brown moved to adjourn, Caswell seconded. Meeting adjourned at 9:00 p.m.

Respectfully submitted.

Barbara Harris
Secretary