

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, February 19, 2008 7:00 p.m.

Members Present: Keef, Harris, Brown and Collins. Director Hatch was also present, and Administrative Assistant Jeanne Brown to record minutes. Trustees Clemens and Caswell were Absent.

1. **Call to Order:** President Keef called the meeting to order at 7:20 pm
2. **Approval of the Agenda:** Harris moved to approve the agenda, as amended, Brown seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: January 29, 2008: Brown moved to approve Regular Meeting minutes of January 29, 2008, Collins seconded. Motion carried.
4. **Call to the Public:** None present.
5. **Finances:**
 - 5.1. Review of Financial Statements for January 2008: Financial Statements were provided.
 - 5.2. Approval of Invoices for January 2008: Brown moved to approve expenses for January in the amount of \$89,342.36, Harris seconded. Motion carried.
 - 5.3. Audit: Director Hatch reported the field work for Audit has been completed, preliminary report is a clean audit.
 - 5.4. Endowment Interest: Director Hatch suggested the interest from one of the endowments be dedicated to the Adult Non-Fiction collection, and the other toward the Youth Department. Director Hatch has received a list of items from the Youth Department, the Department is currently in process of prioritizing the list. Board discussed the suggestions and agreed with the additions to the collection.
6. **Unfinished Business:**
 - 6.1. Sidewalk Issues: Director Hatch met with Attorney, Owen Cummings, regarding the simplified proposal. Mr. Cummings has two statements to add to the proposal. The proposal should be ready for approval at the March meeting.
 - 6.2. Staff Health Care Benefits: Director Hatch also discussed the HSA/Medicare issue with Attorney Cummings. Attorney Cummings is investigating options with staff at his firm regarding the issue.
 - 6.3. Technology Upgrades: Director Hatch discussed the recent technology upgrades including, firewalls (staff and public) wireless access, and provided a status on the items still in process.
7. **New Business:**
 - 7.1. Directors Evaluation: Directors evaluation was completed. Collins moved to approve a 3% salary increase, and add five (5) paid vacation days to the Director's current compensation package, Harris seconded. Motion carried.
 - 7.2. Book Return: Director Hatch shared information regarding the condition of the current book drop and presented 4 options for replacement/repair of book return. Brown moved to approve option 4 to replace the current book return, Harris seconded. Motion carried.
 - 7.3. Schedule of Library Closings: Director Hatch provided a list of library closings for 2009 and included a few suggestions for additional dates to be closed. Brown moved to add Friday, July 3, 2009 to the schedule, Harris seconded. Motion carried.

8. Communications:

- 8.1. Suzanne Dees, Superiorland Library Cooperative, 02/06/2008: Director Hatch shared comments from Suzanne Dees of the Superiorland Library Cooperative regarding the State aid model.
- 8.2. Suggestion Box Comments: Director Hatch shared two comments.

9. Director's Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided the reports for January.
- 9.2. Staff Updates: Director Hatch shared the resignation of Susanne Sheffler. Susanne has agreed to be added to the Circulation sub list.
- 9.3. Building Updates: Director Hatch shared the loss of siding and continues to be in contact with Paul Weisenbach at Rewold and Jim Mumby of Fanning Howey regarding a permanent solution for this ongoing problem. Fire Inspection was completed on the building with no violations.
- 9.4. TLN Shared Automation System/Technology Update: Nothing new to report.
- 9.5. Friends of the Library Update: Nothing to report
- 9.6. Incident Reports: Director Hatch shared one incident report.

Brown moved to adjourn, Collins seconded. Meeting adjourned at 8:55 p.m.

Respectfully submitted.

Barbara Harris
Secretary