

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday, March 25, 2008 7:00 p.m.**

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

1. **Call to Order:** Treasurer Caswell called the meeting to order at 7:12 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: February 19, 2008: Brown moved to approve Regular Meeting minutes of February 19, 2008, Collins seconded. Motion carried.
4. **Call to the Public:** None present.
5. **Finances:**
  - 5.1. Review of Financial Statements for February 2008: Financial Statements were provided.
  - 5.2. Approval of Invoices for February 2008: Harris moved to approve expenses for February in the amount of \$101,586.94, Brown seconded. Motion carried.
6. **Unfinished Business:**
  - 6.1. Sidewalk Issues: Director Hatch provided Bid documents. Collins moved to approve Bid Packet, Harris seconded. Motion carried. Director Hatch will advertise the bid in the newspaper next week, with 2 weeks for questions and bids to be returned. Director Hatch will have documentation for vendor selection at the next board meeting.
  - 6.2. Directors Salary Increase: Director Hatch mentioned the salary increase which was voted on last month, did not specify the increase effective date. Harris moved Director's increase should be effective 1/1/08, Brown seconded. Motion carried.
7. **New Business:**
  - 7.1. HVAC Contract: Directors Hatch provided information regarding the HVAC contract, including costs incurred by the current provider. Brown moved to accept the new HVAC contract, and to pay the yearly contract in full, Collins seconded. Motion carried. Harris moved to approve purchase of Humidifier tanks as needed, Collins seconded. Motion carried
8. **Communications:**
  - 8.1. Cindy Dagenhardt, Milford Township Treasurer, 03/03/2008: Director Hatch shared information from Cindy regarding a building at the GM Proving Grounds being declared tax exempt, resulting in a loss of tax dollars for the Township, including the library.
  - 8.2. Suggestion Box Comments: Director Hatch shared one comment.
9. **Director's Report:**
  - 9.1. Snapshot of Statistical Indicators: Director Hatch provided the reports for February.
  - 9.2. Staff Updates: Director Hatch shared information regarding two staff members.
  - 9.3. Building Updates: Director Hatch shared an estimate of siding repairs from Rewold, and communications with Jim Mumby of Fanning Howey regarding a permanent solution for

this ongoing problem. Director Hatch continues to stand firm the repairs to the siding are to be completed correctly without cost to the library.

- 9.4. TLN Shared Automation System/Technology Update: Director Hatch provided the TLN Incident Report detailing the loss of service in January.
- 9.5. Friends of the Library Update: Nothing to report
- 9.6. Incident Reports: Nothing report.

Harris moved to adjourn, Collins seconded. Meeting adjourned at 7:55 p.m.

Respectfully submitted.

Barbara Harris  
Secretary