

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday, April 22, 2008 7:00 p.m.**

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

1. **Call to Order:** President Keef called the meeting to order at 7:07 pm
2. **Approval of the Agenda:** Caswell moved to approve the agenda, as amended, Harris seconded. Motion Carried.
3. **Approval of the Minutes:**
  - 3.1. Regular Meeting: March 25, 2008: Harris moved to approve Regular Meeting minutes of March 25, 2008, Caswell seconded. Motion carried.
4. **Call to the Public:** None present.
5. **Finances:**
  - 5.1. Review of Financial Statements for March 2008: Financial Statements were provided.
  - 5.2. Approval of Invoices for March 2008: Harris moved to approve expenses for March in the amount of \$100,241.31, Caswell seconded. Motion carried.
  - 5.3. Budget Adjustment 2008-1: Collins moved to approve Budget Adjustment 2008-1, Caswell seconded. Motion carried.
  - 5.4. Audit Presentation: Director Hatch mentioned the auditor would be presenting the 2008 Audit on Thursday, April 24<sup>th</sup>. Director Hatch also mentioned the audit was again a clean audit. Director Hatch asked if the Board was interested in a presentation during a Board meeting? Board discussed the need for a presentation, based on the “unqualified” or clean audit, Board decided not to add the item to the agenda.
6. **Unfinished Business:**
  - 6.1. Sidewalk Issues: Director Hatch provided documentation regarding the bids received. Caswell moved to accept the bid from C & G with inclusion of cement color, ribbon of cement, frost footing, and insurance documentation, Harris seconded. Motion carried. Director Hatch will contact C & G and remaining bidders. Caswell moved to close the Library Thursday, May 22 and Friday, May 23 for replacement of sidewalk, and employee in-service day, Collins seconded. Motion carried.
7. **New Business:** No new business.
8. **Communications:**
  - 8.1. Steering Committee, The Library Network 3/14/2008: Director Hatch shared letter sent to the State Librarian in response to possible State Aid Models.
  - 8.2. Board of Trustees, The Library Network 3/27/2008: Director Hatch shared letter sent to the State Librarian in response to possible State Aid Models.
  - 8.3. Suggestion Box Comments: None.
9. **Director’s Report:**
  - 9.1. Snapshot of Statistical Indicators: Director Hatch provided the reports for March.
  - 9.2. Staff Updates: Director Hatch shared part-time circulation clerk Deb Beningo had been promoted to full-time. Also, instead of hiring a new part-time employee, Deb’s part-

time hours will be allocated to the remaining part-time employees interested in the additional hours.

- 9.3. Building Updates: Director Hatch shared a letter from Rewold, providing options for repair of siding, and payment responsibilities of Rewold and the Library. Director Hatch also shared information from Tallon Construction, and the insurance company. Board decision to accept a combination of the second option, with the Library's payment responsibility limited to the insurance company allowance. Director Hatch will be in contact with Paul at Rewold. Director Hatch also shared the annual alarm testing will be completed on April 23rd and the windows will be washed on April 30th, weather permitting.
- 9.4. TLN Shared Automation System/Technology Update: Nothing to report
- 9.5. Friends of the Library Update: Antique Road Show event on May 3<sup>rd</sup>.
- 9.6. Incident Reports: Director Hatch shared one incident report.

Caswell moved to adjourn, Collins seconded. Meeting adjourned at 8:02 p.m.

Respectfully submitted.

Barbara Harris  
Secretary