

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday, May 27, 2008 7:00 p.m.**

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

1. **Call to Order:** President Keef called the meeting to order at 7:03 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: April 22, 2008: Harris moved to approve Regular Meeting minutes of April 22, 2008, Clemens seconded. Motion carried.
4. **Call to the Public:** None present.
5. **Finances:**
  - 5.1. Review of Financial Statements for April 2008: Financial Statements were provided.
  - 5.2. Approval of Invoices for April 2008: Clemens moved to approve expenses for April in the amount of \$107,795.41, Caswell seconded. Motion carried.
  - 5.3. Audit: Copies of the Audit provided. Director Hatch shared information from the Audit presentation, the Library received an unqualified opinion (like getting 100% on a test). Director Hatch designated fund balance for collection development, strategic planning, technology improvements and building improvements.
6. **Unfinished Business:**
  - 6.1. Sidewalk Issues: As noted, sidewalk replacement is in process.
7. **New Business:**
  - 7.1. Annual Report: Annual Report provided. Director Hatch discussed a few points of interest.
  - 7.2. Telephone and Voice Mail: Director Hatch met with Technology solutions regarding the current system. The current system is now 5 years old, in order to keep the system working properly, software and memory upgrades were recommended. Clemens moved to approve the software upgrades and hardware upgrades in the amount of \$824.50, Caswell seconded. Motion carried.
8. **Communications:**
  - 8.1. PLTAOC, Annual Spring Dinner: Director Hatch provided information regarding the event.
  - 8.2. Suggestion Box Comments: None.

**9. Director's Report:**

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided the reports for April. Director Hatch reported the self checkout statistics will be available with the May report.
- 9.2. Staff Updates: None to report.
- 9.3. Building Updates: Director Hatch shared discussions between herself and Paul from Rewold, regarding options for repair of siding, and payment responsibilities of Rewold and the Library. Director Hatch has also been in contact with the library's insurance agent regarding payments from siding claims. Harris moved to approve option 2 of proposal from Rewold, dated April 3, 2008, Clemens seconded. Motion carried. Director Hatch also shared the annual alarm testing was completed with everything testing OK. Some backup batteries required replacement.
- 9.4. TLN Shared Automation System/Technology Update: Nothing to report
- 9.5. Friends of the Library Update: Antique Road Show event brought in about \$700.00.
- 9.6. Incident Reports: Nothing to report.

Caswell moved to adjourn, Clemens seconded. Meeting adjourned at 7:58 p.m.

Respectfully submitted.

Barbara Harris  
Secretary