

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, August 26, 2008 7:00 p.m.

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

1. **Call to Order:** President Keef called the meeting to order at 7:04 pm
2. **Approval of the Agenda:** Harris moved to approve the agenda, Clemens seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: July, 2008: Clemens moved to approve Regular Meeting minutes of July 27, 2008, Harris seconded. Motion carried.
4. **Call to the Public:** None present.
5. **Finances:**
 - 5.1. Review of Financial Statements for July 2008: Financial Statements were provided.
 - 5.2. Approval of Invoices for July 2008: Clemens moved to approve expenses for July in the amount of \$110,803.90, Caswell seconded. Motion carried.
 - 5.3. Budget Adjustment #2: Harris moved to approve budget adjustment #2, Collins seconded. Motion carried.
6. **Unfinished Business:**
 - 6.1. Sidewalk Project: Director Hatch reported the sidewalk replacement was complete, and per Jim Mumby of Fanning & Howey, sealing the concrete is not necessary.
 - 6.2. Siding Project: Director Hatch reported the siding project has been completed.
 - 6.3. Carpet Project: Director Hatch received a catalog from Flor, however, pricing was cost prohibitive. Director Hatch will continue to pursue alternate resources.
 - 6.4. Comcast Bandwith Project: Director Hatch reported the project is in process. The modem has arrived, there are some issues to be resolved, MicroTech will be here on Thursday to resolve issues.
 - 6.5. Computer Purchases: Director Hatch reported 5 of the new computers have been installed in public areas, new computers have been installed at Youth and Adult reference desks, a part needed to be ordered for the Circulation Desk computers to allow printing to the receipt printers. The parts for the Circulation computers are expected to be installed on Thursday.
7. **New Business:**
 - 7.1. Adoption of the 2009 Budget: Clemens moved to adopt the 2009 Budget, Caswell seconded. Motion carried
 - 7.2. Trustee By-laws Revision: Brown moved to approve the revisions to the Trustee By-Laws, Policy 600.0, Harris seconded. Motion carried
 - 7.3. Strategic Planning: Following discussion, Director Hatch was asked to contact companies that offer consulting services with Strategic Planning for Libraries.

- 7.4. Penal Fine Payment: Director Hatch reported the final payment of Penal Fines was received and the total payment was slightly lower than budgeted.
- 7.5. Internet Content Filtering Committee: Director Hatch reported a library Internet Content Filter Committee has been formed, and has made visits to other libraries with internet filtering. A recommendation from the committee is expected soon.

8. Communications:

- 8.1. Cynthia Dagenhardt, Milford Township Treasurer, 8/14/2008: Director Hatch mentioned a notice received from Cindy Dagenhardt that the library was overpaid property taxes. The overpayment has been reimbursed to the Township.
- 8.2. Village Fine Arts Association, 08/2008: Director Hatch received a Thank you Card from the Village Fine Arts Association in appreciation of the library's support of the arts in Milford, in particular the support for Poetry Art Night.
- 8.3. Suggestion Box Comments: Director Hatch shared one comment.
- 8.4. Tallon Construction: Director Hatch shared a thank you card from Tallon Construction for payment of the billing for the siding repairs.

9. Director's Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided the report for July.
- 9.2. Staff Updates: None to report.
- 9.3. Building Updates: None to report.
- 9.4. TLN Update: None to report.
- 9.5. Friends of the Library Update: None to report.
- 9.6. Incident Reports: Director Hatch shared one incident report.

Harris moved to adjourn, Clemens seconded. Meeting adjourned at 7:43 p.m.

Respectfully submitted.

Barbara Harris
Secretary