

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, December 09, 2008 7:00 p.m.

Members Present: Keef, Clemens, Harris, Brown, Reiter, and Weeks. 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 7:00 pm and welcomed new board members, Megan Weeks and Judith Reiter.
2. **Approval of the Agenda:** Brown moved to approve the agenda, Harris seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: October 28, 2008: Harris moved to approve Regular Meeting minutes of October 28, 2008, Clemens seconded. Motion carried.
4. **Call to the Public:** Michelle Avallone suggested adding sidewalk from Commerce to the parking lot next to the tree line, mentioned the sidewalk along Commerce was not cleared of snow, and asked if a list of DVDs could be added to the website. Director Hatch will watch to ensure snow is removed from sidewalks. Board members will consider all items presented.
5. **Finances:**
 - 5.1. Review of Financial Statements for October 2008: Financial Statements were provided.
 - 5.2. Approval of Invoices for October 2008: Clemens moved to approve expenses for October in the amount of \$100,953.99, Brown seconded. Motion carried.
 - 5.3. Budget Adjustment #5 of 2008: Brown moved to approve budget adjustment #5 as amended for fiscal year 2008, Harris seconded. Motion carried. Clemens moved to authorize Director Hatch to complete year end budget adjustments as needed to balance budget, Harris seconded. Motion carried.
6. **Unfinished Business:**
 - 6.1. Carpet Project: Director Hatch reported the carpet project is still in process. Director Hatch contacted Empire Carpet, whose requirements are not feasible. However, Library Design Associates has suggestions of carpet suppliers.
 - 6.2. Strategic Planning: Director Hatch reported the RFP has gone out, and one planner has responded that they will be participating.
 - 6.3. Internet Content Filtering Committee: Director Hatch reported the project is on hold until Envisionware is installed.
 - 6.4. PC and Print Management Software: Director Hatch reported Envisionware is expected to be installed late January early February.
 - 6.5. Director's Evaluation: Jeanne provided a compiled evaluation. Director Hatch's evaluation was discussed. A committee will be formed in January to revise the evaluation form. Clemens moved to approve a 3% salary increase for Director Hatch to be effective January 1, 2009, Harris seconded. Motion carried.
 - 6.6. Energy Supplier: Director Hatch mentioned an analysis was completed by Constellation New Energy, the recommendation was for DTE Energy. Director

Hatch completed necessary process to switch the library's energy provider to DTE Energy.

7. New Business:

- 7.1. Download Destination: Director Hatch provided a brochure and information regarding the new library service of downloadable audio books. Director Hatch has arranged for an overview to be provided to the board at the January meeting.
- 7.2. Staff Holiday Benefit: Weeks moved to approve Staff Holiday Benefit to be utilized between December 10, 2008 and February 28, 2009, Reiter seconded. Motion carried

8. Communications:

- 8.1. Suggestion Box Comments: Director Hatch shared comments.

9. Director's Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided reports for October and November.
- 9.2. Staff Updates: Nothing to report.
- 9.3. Building Updates: Director Hatch shared information from the engineer that designed the HVAC system, his recommendation was that the humidifiers should be placed back in service. Director Hatch is still waiting for warranty information on the humidifier tanks from Goyette.
- 9.4. TLN Update: Director Hatch mentioned TLN is in search of a Full-time Director.
- 9.5. Friends of the Library Update: Nothing to report.
- 9.6. Incident Reports: Director Hatch shared one incident report .

Harris moved to adjourn, Clemens seconded. Meeting adjourned at 8:37 p.m.

Respectfully submitted.

Barbara Harris
Secretary