

MILFORD TOWNSHIP LIBRARY BOARD

Minutes of Regular Meeting

Tuesday, January 27, 2009 7:00 p.m.

Members Present: Keef, Harris, Brown, Reiter, and Weeks. Trustee Clemens was absent. Director Hatch was also present, Administrative Assistant Jeanne Brown to record minutes and Karin Boughey, Head of Adult Services.

1. **Call to Order:** President Keef called the meeting to order at 7:02.
2. **Approval of the Agenda:** Harris moved to approve the agenda, Brown seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: December 9, 2008: Harris moved to approve Regular Meeting minutes of December 9, 2008, Weeks seconded. Motion carried.
4. **Call to the Public:** No public comment.
5. **Finances:**
 - 5.1. Review of Financial Statements for November and December 2008: Financial Statements were provided.
 - 5.2. Approval of Invoices for November and December 2008: Harris moved to approve expenses for November in the amount of \$91,186.75, Weeks seconded. Motion carried. Weeks moved to approve expenses for December in the amount of \$82,955.22, Harris seconded. Motion carried.
 - 5.3. Budget Adjustment #6 of 2008: Harris moved to approve budget adjustment #6 for fiscal year 2008, Reiter seconded. Motion carried.
6. **Unfinished Business:**
 - 6.1. Carpet Project: Nothing new to report.
 - 6.2. Strategic Planning: Director Hatch reported there were three proposals received. Director Hatch will be contacting each provider and will have information for the next board meeting.
 - 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 implementation is in process. Director Hatch participated in a conference call this week. The server will be installed this week. Workstation software is scheduled to be installed mid February. MicroTech will be on-site the day of installation.
 - 6.5. Download Destination: Karin Boughey, Head of Adult Services provided a presentation regarding the library's new service downloadable books/audio books/music.
7. **New Business:**
 - 7.1. Annual Meeting

- 7.1.1. Election of Officers: Reiter moved to approve election of officers: President – Jan Keef; Vice-President – Barbara Harris; Treasurer – Judy Clemens; Secretary – Jane Brown, Weeks seconded. Motion carried.
- 7.1.2. Schedule of Meetings: Brown moved to approve the proposed schedule of meetings for 2009, Harris seconded. Motion carried
- 7.1.3. Schedule of Library Closings: Director Hatch provided the Schedule of Library Closings for 2009 as a reminder, the schedule was prepared and approved in 2008 due to TLN scheduling requirements.
- 7.2. Technology Upgrades: Director Hatch reported an upgrade to a new version of client software was installed this week. Some new staff computers were required to accommodate this latest version of software.
- 7.3. Hardware/Software Support Contract Renewal: Director Hatch proposed the renewal/increase of a 100 hour contract for Hardware/Software Support. Harris moved to approve the 100 hour contract in the amount of \$10,000.00, Weeks seconded. Motion carried
- 7.4. Committee for Director’s Evaluation Models: Discussion of committee, models of director evaluations requested. Director Hatch will provide copies of models to Jane Brown and Judith Reiter. The committee will be formed, and schedule meetings in early spring.

8. Communications:

- 8.1. Herbert and Margaret Hoover Donation: Director Hatch shared a donation received from Herbert and Margaret Hoover.
- 8.2. Judith Reiter, Trustee: Reiter reported that she has chosen to rescind the exemption of fines from her library record.
- 8.3. Suggestion Box Comments: None to report.

9. Director’s Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided report for December.
- 9.2. Staff Updates: Nothing to report.
- 9.3. Building Updates: Director Hatch reported there was a problem with a frozen coil on an air handler. Due to diminished capabilities of the air handler, Director Hatch approved replacing the coil.
- 9.4. TLN Update: Nothing to report.
- 9.5. Friends of the Library Update: Nothing to report.
- 9.6. Incident Reports: Director Hatch shared one incident report .

Harris moved to adjourn, Weeks seconded. Meeting adjourned at 8:20 p.m.

Respectfully submitted.

Barbara Harris
Secretary