

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, April 28, 2009 7:00 p.m.

Members Present: Keef, Clemens, Brown, Reiter, and Weeks. Trustee Harris was absent. Also present, Director Hatch, and Administrative Assistant Jeanne Brown to record minutes.

1. **Call to Order:** President Keef called the meeting to order at 7:02.
2. **Approval of the Agenda:** Clemens moved to approve the agenda, Weeks seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: February 24, 2009: Clemens moved to approve Regular Meeting minutes of February 24, 2009, Brown seconded. Motion carried.
4. **Call to the Public:** No public comment.
5. **Finances:**
 - 5.1. Review of Financial Statements for February and March 2009: Financial Statements were provided.
 - 5.2. Approval of Invoices for February and March 2009: Brown moved to approve expenses for February in the amount of \$100,190.53, Clemens seconded. Motion carried. Weeks moved to approve expenses for March in the amount of \$86,880.38, Brown seconded. Motion carried.
6. **Unfinished Business:**
 - 6.1. Strategic Planning: Director Hatch provided a proposed schedule for Strategic planning. Director Hatch also provided one quote for services and will pursue additional quotes. Brown moved to begin Strategic Planning process, Clemens seconded. Motion carried
 - 6.2. Internet Content Filtering Committee: Director Hatch reported Envisionware has been working great and will request filtering software recommendations from the Committee.
 - 6.3. PC and Print Management Software: Director Hatch reported Envisionware project is completed.
 - 6.4. Director's Evaluation: Brown reported the evaluation committee met to discuss the sample evaluations provided by Director Hatch. Brown also mentioned additional meetings are planned, and plans to add input from staff for evaluation. The committee plans to have something for the July Meeting.
7. **New Business:**
 - 7.1. Michigan Notable Authors Tour: Director Hatch reported Cynthia Furlong Reynolds will be at the Milford Library Monday, May 4, at 6:30 pm.
 - 7.2. Millage Renewal: Director Hatch shared a memo discussing the opportunities and associated costs for a renewal to be on the ballot. The memo also provided information regarding millage rates, and funds that could be produced by different millage rates. Clemens moved to place a millage proposal on the ballot for the August 2010 election, Weeks seconded. Motion carried. Millage rates and fact sheets tabled for future discussion.
 - 7.3. Recession Packets: Director Hatch provided a sample of the recession packets the library is providing to patrons. Karin Boughey, Head of Adult Services and other neighboring libraries put the information together to assist patrons with financial difficulties. The packets are very popular and have been printed three times.

8. Communications:

- 8.1. MLA Board of Directors, 03/12/2009: Director Hatch shared information from MLA Board of Directors regarding policy position of Library Services in a Restructured State Government.
- 8.2. MLA Executive Directors Update, 03/16/2009: Director Hatch shared MLA Board of Directors update to the policy position in Restructured State Government.
- 8.3. MLA Institutional Update and Legislative Briefing, 03/19/2009: Director Hatch shared MLA Institutional update regarding cuts to Library Funding. Director Hatch mentioned based on these communications, next year's budget will be prepared without the income from State Aid.
- 8.4. ALA Association of Library Trustees, Advocates, Friends and Foundations, 03/2009: Director Hatch shared information regarding a new division of ALA.
- 8.5. Suggestion Box Comments: Director Hatch shared one comment.

9. Director's Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided report for February and March, mentioning circulation continues to increase by double digits every month.
- 9.2. Staff Updates: Director Hatch provided a report of her attendance at the PLA Spring Symposium. Director Hatch shared a Thank you note from a patron to staff member Christy Seng.
- 9.3. Building Updates: Director Hatch discussed her meeting with Tim Bonnewell and his recommendation the Humidifiers be placed back in service. Director Hatch renewed the quote for replacement of the canisters from Goyette, no change in quote. Clemens moved to approve replacement of the canisters for the humidifiers, Reiter seconded. Motion carried. Director Hatch also provided quote for repair of exterior lighting from ProTek. Clemens motioned to approve ProTek quote not to exceed \$1,290.00 for repair of exterior lighting, Weeks seconded. Motion carried.
- 9.4. TLN Update: Director Hatch shared information from TLN announcing selection of a Director for the cooperative.
- 9.5. Friends of the Library Update: Friends Annual Meeting scheduled for April 30th.
- 9.6. Incident Reports: Director Hatch shared one incident report.

Weeks moved to adjourn, Clemens seconded. Meeting adjourned at 8:07 p.m.

Respectfully submitted,

Jane Brown
Secretary