

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, May 26, 2009 7:00 p.m.

Members Present: Keef, Harris, Clemens, Brown , and Weeks. Trustee Reiter 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:** Brown moved to approve the agenda as amended, Harris seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: April 28, 2009: Clemens moved to approve Regular Meeting minutes of April 28, 2009, Weeks seconded. Motion carried.
4. **Call to the Public:** No public comment.
5. **Finances:**
 - 5.1. Review of Financial Statements for April 2009: Financial Statements were provided.
 - 5.2. Approval of Invoices for April 2009: Clemens moved to approve expenses for April in the amount of \$110,748.18, Harris seconded. Motion carried.
 - 5.3. Budget Adjustment #2: Clemens moved to approve budget adjustment #2, Weeks seconded. Motion carried.
6. **Unfinished Business:**
 - 6.1. Strategic Planning: Director Hatch provided a sample of a Service Response. Board provided suggestions for Strategic planning committee members. Board member representation was also discussed.
 - 6.2. Internet Content Filtering Committee: Director Hatch will meet with the filtering software Committee.
 - 6.3. Director's Evaluation: Brown provided a draft of a Director Evaluation form and requested board members provide feedback and/or additions to the form for the next board meeting. Brown also mentioned a staff evaluation form, and a self evaluation form.
 - 6.4. Millage Renewal: Director Hatch reported she is gathering property tax projections for the future, which will assist the Board with decisions regarding the renewal of the expiring millage. Director Hatch also mentioned she is expecting information from the Library Attorney regarding the millage.
7. **New Business:**
 - 7.1. Audit: Director Hatch reported the Library received an "unqualified" opinion (an "A" grade). A recommendation was received regarding adjusting entries because of a recent change in accounting rules. The recommendation did not change the "A" grade. Director Hatch, the Accountant and the Auditors are planning to meet to discuss the typical entries that need to be made. Copies of the Audit and Recommendation letter were provided.

8. Communications:

- 8.1. MLA Legislative Update, 4/29/2009: Director Hatch shared information regarding a Legislative update.
- 8.2. Village Fine Arts Association Thank You card: Director Hatch shared a Thank You card from the Village Fine Arts Association regarding the Poetry & Art Night event held at the Library. Director Hatch attended the event and reported that the event went very well.
- 8.3. Huron Valley Recreation and Communication Education Thank You letter: Director Hatch shared a Thank You letter regarding a family event held at Apollo Elementary. The Library provided information about library services and resources for families. A good number of recession packages were also distributed.
- 8.4. Suggestion Box Comments: none.
- 8.5. PLTAOC Dinner: Director Hatch shared the date of the dinner and asked for interested attendees.

9. Director's Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided report for April and mentioned circulation continues to increase by double digits. Director Hatch also included TLN monthly circulation report.
- 9.2. Staff Updates: Director Hatch reported one Student Assistant resignation was received.
- 9.3. Building Updates: Director Hatch reported minor repairs were completed to the roof after April 25th storm.
- 9.4. TLN Update: Nothing to report.
- 9.5. Friends of the Library Update: Nothing to report
- 9.6. Incident Reports: Nothing to report.

Weeks moved to adjourn, Clemens seconded. Meeting adjourned at 7:47 p.m.

Respectfully submitted,

Jane Brown
Secretary