

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday, June 23, 2009 7:00 p.m.**

**Members Present:** Keef, Harris, Clemens, Brown , and Reiter. Trustee Weeks 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 7:00.
2. **Approval of the Agenda:** Harris moved to approve the agenda as amended, Clemens seconded. Motion Carried.
3. **Approval of the Minutes:**
  - 3.1. Regular Meeting: May 26, 2009: Clemens moved to approve Regular Meeting minutes of May 26, 2009, Brown seconded. Motion carried.
4. **Call to the Public:** No public comment.
5. **Finances:**
  - 5.1. Review of Financial Statements for May 2009: Financial Statements were provided.
  - 5.2. Approval of Invoices for May 2009: Clemens moved to approve expenses for May in the amount of \$125,037.75, Harris seconded. Motion carried.
6. **Unfinished Business:**
  - 6.1. Strategic Planning: Director Hatch provided a list of suggested candidates for Community Planning Committee. Board discussed candidates and narrowed list. Director Hatch provided a memo with information regarding quotes for strategic planning consulting with a recommendation to contract with Hartzell-Mika Consulting. Clemens moved to select Hartzell-Mika Consulting to provide consulting for strategic planning, Harris seconded. Motion carried.
  - 6.2. Internet Content Filtering Committee: Nothing new to report.
  - 6.3. Director's Evaluation: Board discussed draft of Director Evaluation form, minor changes made. Board also discussed a separate Director Evaluation form to be used by staff, again minor changes made. Clemens moved to approve the revised form for Board Evaluation of the Library Director, and implementation of Staff Evaluation of the Library Director form, Brown seconded. Motion carried. Brown and Administrative Assistant Jeanne Brown will produce the new forms.
7. **New Business:**
  - 7.1. MLA Conference: Director Hatch provided a schedule for the MLA Conference which will be held in Lansing, and offered to assist with registration for board members interested in attending seminars. Director Hatch explained that all staff will have opportunities to attend also.
  - 7.2. Budget Fiscal Year 2010: Director Hatch reported she has begun working on 2010 budget, and will have a draft at the next board meeting, with the budget meeting planned for August.

7.3. State Aid: Director Hatch shared information regarding State Aid. A cut in the 2009 second payment is expected, with additional cuts expected for 2010 budget.

**8. Communications:**

8.1. Dawn Shaw, Customer Service Thank you, 6/15/2009: Director Hatch shared a thank you letter from a patron regarding good customer service received from Adult Librarian Sarah Hatter.

8.2. Suggestion Box Comments: none.

**9. Director's Report:**

9.1. Snapshot of Statistical Indicators: Director Hatch provided report for May and mentioned circulation continues to increase by double digits. Director Hatch also included TLN monthly circulation report.

9.2. Staff Updates: Nothing to report.

9.3. Building Updates: Nothing to report.

9.4. TLN Update: Nothing to report.

9.5. Friends of the Library Update: Friends do not meet during the summer months, nothing to report. Trustee Reiter mentioned a previously discussed Book Club service which the Friends may be interested in supporting. Director Hatch has not yet pursued the project with Friends of the Library.

9.6. Incident Reports: Nothing to report.

Reiter moved to adjourn, Clemens seconded. Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Jane Brown  
Secretary