

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, December 8, 2009 7:00 p.m.

Members Present: Keef, Harris, Clemens, Brown, Weeks and Reiter. Also present, Director Hatch, and Administrative Assistant Jeanne Brown to record minutes. Joseph Mika and Marianne Hartzell of Hartzell-Mika Consulting were also present.

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, Weeks seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: October 27, 2009: Brown moved to approve Regular Meeting minutes of October 27, 2009, Reiter seconded. Motion carried.
4. **Call to the Public:** None present.
5. **Finances:**
 - 5.1. Review of Financial Statements for October 2009: Financial Statements were provided.
 - 5.2. Approval of Invoices for October 2009: Clemens moved to approve expenses for October in the amount of \$92,844.11, Harris seconded. Motion carried.
 - 5.3. Budget Adjustment #5: Director Hatch explained budget adjustments. Clemens moved to approve Budget Adjustment #5, Weeks seconded. Motion carried.
 - 5.4. Year End budget Adjustment and Payments: Harris moved to allow Director Hatch to pay year end invoices, and make budget adjustments as necessary, Clemens seconded. Motion carried.
6. **Unfinished Business:**
 - 6.1. Strategic Planning: Director Hatch provided the summary of the November 14th Strategic Planning session. Joseph Mika and Marianne Hartzell presented the results of the strategic planning meetings. Brown moved to adopt the Strategic Plan as presented, Reiter seconded. Motion carried. Director Hatch will discuss strategic planning goals with staff and report back to board.
 - 6.2. Michicard: Director Hatch received a response from the Library of Michigan, which included a form to be signed and returned. President Keef signed the form; Director Hatch will forward the form, and order supplies.
 - 6.3. Director's Evaluation EXECUTIVE SESSION: Harris moved to enter into Executive Session, Reiter seconded. Motion carried. Reiter moved to end Executive Session, Weeks seconded. Motion carried.
7. **New Business:**
 - 7.1. MLA Conference Reports: Director Hatch shared reports from herself and Sarah Hatter regarding the sessions attended at the conference.
 - 7.2. Shelving Proposal: Director Hatch provided a proposal for additional Youth AV shelving, and repurposing of reference shelving for Teen AV. Director Hatch explained the changes and additions to the AV shelving. Brown moved to approve proposal from Library Design and Associates, Reiter seconded. Motion carried.

8. Communications:

- 8.1. Michigan Library Association Updates (4), November 2009: Director Hatch shared updates from MLA.
- 8.2. Nancy Robertson, State Librarian, 11/13/2009: Director Hatch shared letter from the State Librarian.
- 8.3. Suggestion Box Comments: Director Hatch shared two comments.

9. Director's Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided reports for October and November. Director Hatch also included TLN monthly circulation report for October.
- 9.2. Staff Updates: Director Hatch shared a student assistant resigned to accept a full-time position.
- 9.3. Building Updates: Director Hatch reported the windows have been washed inside and out. Also, Fire Department completed the annual inspection, without issues; and the Fire Extinguishers have been inspected for the year.
- 9.4. TLN Update: Director Hatch reported Inter Library Loan has been suspended indefinitely; MelCat may suffice as a replacement. Director Hatch also reported changes to TLN delivery schedules. These changes will not affect our delivery schedule, however, costs will increase.
- 9.5. Friends of the Library Update: Director Hatch reported the Friends of the Library have agreed to fund, youth, teen and adult programs for 2010. Additionally, the Friends have agreed to provide refreshments for an event to launch Thomas Lynch's new book.
- 9.6. Incident Reports: Director Hatch shared one incident report.

Brown moved to adjourn, Reiter seconded. Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Jane Brown
Secretary