

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, January 26, 2010 7:00 p.m.

Members Present: Keef, Harris, Brown, and Weeks. 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, Brown seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: December 8, 2009: Weeks moved to approve Regular Meeting minutes of December 8, 2009, Brown seconded. Motion carried.
4. **Call to the Public:** None present.
5. **Finances:**
 - 5.1. Review of Financial Statements for November and December: Financial Statements were provided.
 - 5.2. Approval of Invoices for November and December: Harris moved to approve expenses for November in the amount of \$103,909.67, and December in the amount of \$94,370.90, Brown seconded. Motion carried.
 - 5.3. Budget Adjustment #6: Director Hatch explained budget adjustments. Harris moved to approve Budget Adjustment #6, Brown seconded. Motion carried.
6. **Unfinished Business:**
 - 6.1. Strategic Planning: Director Hatch provided a revised Strategic Plan including target dates and assignments.
 - 6.2. Michicard: Director Hatch reported supplies are ordered, as soon as the supplies arrive we will begin distributing stickers for library cards.
 - 6.3. Millage Renewal: Director Hatch shared Millage Proposal language from legal counsel. Brown moved to approve the Millage Proposal language as presented, Harris seconded. Motion carried. Director Hatch will forward Millage Proposal to Township Clerk. Director Hatch recommended a committee be formed and additional meetings be planned for millage renewal strategizing, and budget discussions. Director Hatch also recommended the meetings begin as soon as possible. Director Hatch has requested current taxable value information from the township.
7. **New Business:**
 - 7.1. Annual Meeting:
 - 7.1.1. Election of Officers: Brown moved to elect the present slate of officers, Weeks seconded. Motion carried.

President – Janet Keef
Vice-President – Barbara Harris
Treasurer – Judy Clemens
Secretary – Jane Brown
 - 7.1.2. Schedule of Meetings: Director Hatch provided a proposed schedule of meetings for 2010. Brown moved to approve the 2010 Schedule of Meetings as presented, Harris seconded. Motion carried
 - 7.1.3. Schedule of Library Closings: Director Hatch provided a proposed Scheduled of Library Closings for 2011. Director Hatch explained due to TLN requirements, the

2010 schedule was passed in February 2009. A copy of the 2010 schedule was provided for informational purposes. Weeks moved to approve the Schedule of Library Closings for 2011, as presented, Harris seconded. Motion carried.

- 7.1.4. Annual Report: Director Hatch presented the library's Annual Report.
- 7.2. RFID Proposal: Director Hatch provided quotes and a proposal to replace the library's RFID System including a recommendation to select 3M Corporation. Discussion regarding the proposal ended with decision to table the item until the February meeting.
- 7.3. Vestibule Unit Heater Proposal: Director Hatch shared a quote and proposal to add controls to the Unit Heater to reduce costs and improve efficiency. Harris moved to approved installation of thermostat in Vestibule, not to exceed \$715.00, Weeks seconded. Motion carried.

8. Communications:

- 8.1. Michigan Library Association Updates (4), December 2009: Director Hatch shared updates from MLA.
- 8.2. Suggestion Box Comments: Director Hatch shared one comment received, and was forwarded to appropriate Department Head.
- 8.3. Friends of Michigan Libraries: Director Hatch shared a Survey of Michigan Public Library Trustees.

9. Director's Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided report for December the final report for 2009. Director Hatch also included TLN monthly circulation report for November.
- 9.2. Staff Updates: Director Hatch shared the hiring for the open Student Assistant position has been postponed until budget discussions take place.
- 9.3. Building Updates: Director Hatch is in process of searching for a replacement electrical contractor.
- 9.4. TLN Update: Nothing new to report.
- 9.5. Friends of the Library Update: Director Hatch reported nothing new from the Friends of the Library.
- 9.6. Incident Reports: Director Hatch shared one incident report.

Brown moved to adjourn, Weeks seconded. Meeting adjourned at 8:28 p.m.

Respectfully submitted,

Jane Brown
Secretary