

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, April 27, 2010 7:00 p.m.

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

1. **Call to Order:** President Keef called the meeting to order at 7:01.
2. **Approval of the Agenda:** Clemens moved to approve the agenda as amended, Weeks seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: March 23, 2010: Harris moved to approve Regular Meeting minutes of March 23, 2010, Brown seconded. Motion carried.
4. **Call to the Public:** 1 person present, no comments made.
5. **Finances:**
 - 5.1. Review of Financial Statements for March: Financial Statements were provided.
 - 5.2. Approval of Invoices for March: Harris moved to approve expenses for March in the amount of \$90,279.65, Brown seconded. Motion carried.
6. **Unfinished Business:**
 - 6.1. Millage Proposal: Director Hatch suggested a special meeting be scheduled to discuss the millage proposal. Meeting scheduled for Wednesday, May 5th at 7:00 pm.
 - 6.2. Software Proposal: Director Hatch suggested this item be tabled for May meeting.
7. **New Business:**
 - 7.1. Audit: Director Hatch provided copies of Audit with letter from Bredernitz Wagner, which included an Unqualified Audit, or A+ rating. Board members requested additional time for review, discussion tabled for May meeting.
 - 7.2. State Aid: Director Hatch shared first State Aid check was received. Director Hatch mentioned the amount of state aid received continues to decline.
 - 7.3. Quality Services Audit Checklist (QSAC): Director Hatch shared information regarding renewal of the Library's QSAC rating, and updates to the current requirements.
 - 7.4. Computer Equipment Purchases: Director Hatch shared information regarding a Laptop order placed to implement filter project, and can also be used as instructors laptop for computer classes. Director Hatch also shared the public printer located at the adult reference desk is no longer working. Director Hatch shared information regarding costs for the printer replacement. Director Hatch also mentioned the Friends may provide some funds toward the replacement printer. Director Hatch will place the order for the replacement printer.
 - 7.5. Policy Updates: Due to the number of policy updates, this item tabled to allow Board members additional time to review the updates. Director Hatch will place the item on the May agenda.
 - 7.6. MLA Conference: Director Hatch shared information regarding the upcoming conference. Director Hatch asked for board approval to attend the MLA conference. Board members approved.
 - 7.7. Request from HOT Team: Director Hatch shared a request from the HOT Team to use one of the Library's parking lots for registration area for a fundraising event, during hours when the library is closed. Discussion regarding last year's event: no issues reported. Request approved.

8. Communications:

- 8.1. Michigan Library Association Updates, April 2010: Director Hatch shared updates from MLA.
- 8.2. Suggestion Box Comments: Director Hatch shared comments received.

9. Director's Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided report for March 2010. Director Hatch also included TLN monthly circulation report for March.
- 9.2. Staff Updates: Director Hatch shared the library will be hosting a Practicum student from Wayne State University from Mid-May through July.
- 9.3. Building Updates: Nothing to report.
- 9.4. TLN Update: Nothing new to report.
- 9.5. Friends of the Library Update: Director Hatch reported Friends held their Volunteer Appreciation Luncheon on April 13th.
- 9.6. Incident Reports: Director Hatch shared incident reports.

Brown moved to adjourn, Weeks seconded. Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Jane Brown
Secretary