

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, May 25, 2010 7:00 p.m.

Members Present: Keef, Harris, Clemens, Brown, Reiter 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, Brown seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Regular Meeting: April 27, 2010: Harris moved to approve Regular Meeting minutes of April 27, 2010, Clemens seconded. Motion carried.
 - 3.2. Special Meeting May 5, 2010: Clemens moved to approve Special Meeting minutes of May 5, 2010, as amended, Weeks seconded. Motion carried.
4. **Call to the Public:** 1 person present, no comments made.
5. **Finances:**
 - 5.1. Review of Financial Statements for April: Financial Statements were provided.
 - 5.2. Approval of Invoices for April: Clemens moved to approve expenses for April in the amount of \$97,713.87, Harris seconded. Motion carried.
6. **Unfinished Business:**
 - 6.1. Millage Proposal: Director Hatch shared the revised millage presentation. Director Hatch will continue to investigate required language for proposal.
 - 6.2. Software Proposal: Director Hatch demonstrated software to provided greater efficiency with meeting room reservations and program registration. Weeks moved to approve purchase of Evanced Solutions software, Clemens seconded. Motion carried.
 - 6.3. Audit: Clemens moved to accept audit of fiscal year ending December 31, 2009, Harris seconded. Motion carried.
 - 6.4. Policy Updates: Director Hatch provided proposed policy updates. Board reviewed and approved updates as necessary to policies, 100, 200, 201, 202, 203, 204, 206, 207.1, 209, 400, and 400.1. Policies 204.1, 205, 207, 208 and 402 Director Hatch will revise, as requested. Director Hatch will provide revisions for next board meeting. Additional proposed policy updates tabled until next meeting.
 - 6.5. RFID Proposal: Director Hatch provided a memo including discounted pricing for replacement RFID equipment. Director Hatch also reminded the board of the situation with the current RFID equipment. Board will revisit issue at a later time.
7. **New Business:**
 - 7.1. Property and Liability Insurance Renewal: Director Hatch provided insurance renewal information. Clemens moved to select option A and to renew library insurance coverage, Reiter seconded. Motion carried.
 - 7.2. Natural Gas Choice Program: Director Hatch provided a proposal from Volunteer Energy regarding a choice program for natural gas. Director Hatch will monitor energy usage and costs.
8. **Communications:**
 - 8.1. Public Library Trustee Association of Oakland County, Dues and Annual Dinner: Director Hatch provided information regarding the Annual Spring Dinner. Board

approved Director Hatch's attendance at the meeting, and renewal of memberships for PLTAOC.

- 8.2. Miss Jones class, Thank you letter for Reader's Rally: Director Hatch shared thank you letters from second graders at Johnson Elementary for the Readers Rally program.
- 8.3. Village Fine Arts Association, Thank you letter: Director Hatch shared thank you letter from Village Fine Arts Association. Director Hatch also mentioned attention to the library in the PAN program.
- 8.4. Suggestion Box Comments: No comments received.

9. Director's Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided report for April 2010. Director Hatch also included TLN monthly circulation report for April.
- 9.2. Staff Updates: Director Hatch shared information regarding the mini In-Service on May 14th. The in-service was attended by staff of Milford, Highland and White Lake Libraries, with costs shared by all three libraries.
- 9.3. Building Updates: Director Hatch reported minor roof leak. Repairs were completed by Tallon Construction. Director Hatch also reported both water meters were tested, one meter failed. Director Hatch is waiting for a report from the testing company. Once the report is received Director Hatch will arrange for the meter to be repaired.
- 9.4. TLN Update: Nothing new to report.
- 9.5. Friends of the Library Update: Director Hatch mentioned the Friends contributed toward the purchase of the new printer located at Adult Reference.
- 9.6. Incident Reports: Director Hatch shared incident reports.

Brown moved to adjourn, Weeks seconded. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Jane Brown
Secretary