

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday, October 25, 2011 7:00 p.m.**

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

1. **Call to Order:** President Keef called the meeting to order at 7:00.
2. **Approval of the Agenda:** Brown moved to approve the agenda as amended, Harris seconded. Motion Carried.
3. **Approval of the Minutes:**
  - 3.1. Regular Meeting: September 27, 2011: Harris moved to approve Regular Meeting minutes of September 27, 2011, Reiter seconded. Motion carried.
4. **Call to the Public:** One present. No comment made.
5. **Finances:**
  - 5.1. Review of Financial Statements for September: Financial Statements were provided.
  - 5.2. Approval of Invoices for September: Weeks moved to approve expenses for September in the amount of \$102,297.30, Reiter seconded. Motion carried.
  - 5.3. Budget Adjustment #4: Director Hatch explained budget adjustment number 4. Weeks moved to approve budget adjustment #4, Brown seconded. Motion carried.
6. **Unfinished Business:**
  - 6.1. Additional Lighting for Teen Area: Director Hatch mentioned an alternate resource for lighting suggestions. Director Hatch plans to contact the company this week.
  - 6.2. GM Tax Reduction: Nothing new to report.
  - 6.3. Grounds Maintenance and Snow Removal Request for Proposal: Director Hatch reported the activities of the maintenance committee and their recommendation. Brown moved to award bid for Grounds Maintenance and Snow Removal to Your Way Property Services, Weeks seconded. Motion carried.
  - 6.4. Director's Evaluation: Director Evaluation forms are due to Jeanne. Jeanne will compile the evaluations and provide the results to Board members and Director Hatch by Friday, November 11, 2011. Director Hatch requested a closed session to conduct her annual evaluation at the December 6, 2011 meeting.
  - 6.5. Grievance Procedure: Director Hatch provided several examples of other library's grievance procedures. A committee of Trustees will review the policies and meet to prepare changes to the current policy.
7. **New Business:**
  - 7.1. Blue Cross Blue Shield: Director Hatch reported the Blue Cross/Blue Shield rates have gone down 3% for 2012, retaining the same coverage.

7.2. Holiday Benefit: Brown moved to approve 4 hours paid time off for each employee to be taken from November 1, through December 31, 2011, with consideration to needs of the business, Harris seconded. Motion carried.

**8. Communications:**

- 8.1. Pine Bluffs of Milford, Thank You Card, 09/23/2011: Director Hatch shared a thank you card from a homeowners group which utilizes the community room.
- 8.2. Suggestion Box Comments: Director Hatch shared one comment. Director Hatch will investigate feasibility of the request.

**9. Director's Report:**

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided report for September 2011, and mentioned the self check out numbers have returned to the report.
- 9.2. Staff Updates: Director Hatch mentioned a 5 year anniversary for a staff member will be celebrated at the next staff meeting.
- 9.3. Building Updates: Director Hatch shared several building issues which are being addressed or have been resolved in the last few weeks.
- 9.4. TLN Update: None.
- 9.5. Friends of the Library Update: Director Hatch shared the Friends met on October 18<sup>th</sup>. Friends plan to move the volunteer luncheon back to April, and combine with their annual meeting.
- 9.6. Incident Reports: Director Hatch shared incident reports.

Harris moved to adjourn, Reiter seconded. Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Jane Brown  
Secretary