

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, January 26, 2016 7:00 p.m.

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

1. **Call to Order:** Vice President Harris called the meeting to order at 7:00.
2. **Consent Agenda:** Brown moved to approve the Consent Agenda, as amended Weeks seconded. Motion carried.
3. **Approval of Agenda:** Weeks moved to approve the Agenda, as amended, Brown seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1. Humidifier Replacement Proposal: Director Hatch shared the humidifier equipment has been installed and is operating. Director Hatch explained as with any new system there are a few minor adjustments to be made, but system is running fine.
 - 5.2. Community Conversations: Director Hatch reported nothing new at this time.
 - 5.3. Huron Valley History Initiative: Director Hatch shared a meeting has been set for February 2, 2016.
 - 5.4. Table Lighting: Director Hatch reported nothing new from Library Design. Director Hatch mentioned she met with another resource on January 22, and reported pricing is on the way for table lamps. Director Hatch further reported, from the same meeting, she obtained a resource for replacement of a broken fixture.
6. **New Business:**
 - 6.1. Annual Meeting:
 - 6.1.1. Election of Officers: Brown moved to retain the same slate of Officers, Weeks seconded. Motion carried.

President – Janet Keef
Vice President – Barbara Harris
Treasurer – Judy Clemens
Secretary – Jane Brown
 - 6.1.2. Schedule of Meetings: Weeks moved to approve the schedule of meetings as presented, with an amendment canceling the February meeting, Brown seconded. Motion carried. Weeks also moved to allow Director Hatch to pay the regular February bills, Brown seconded. Motion carried.
 - 6.1.3. Schedule of Closed Dates 2016: Director Hatch provided the previously approved schedule.
 - 6.1.4. Annual Report: Director Hatch provided the Annual Report. Discussion regarding the Annual Report.

- 6.2. Retirement Plan: Director Hatch provided a memo explaining the addition of Class 3 to the retirement plan. Weeks moved to approve the addition of Class 3 to the retirement plan, Brown seconded. Motion carried.
- 6.3. VFAA Poetry Award: Brown moved to approve a \$50.00 poetry award to VFAA, Weeks seconded. Motion carried.
- 6.4. Budget Adjustment #4 of 2015: Weeks moved to approve budget adjustment #4 for 2015, Brown seconded. Motion carried.
- 6.5. Budget Adjustment #1 of 2016: Brown moved to approve budget adjustment #1 for 2016, Weeks seconded. Motion carried.
- 6.6. Policy Additions and Revisions: Director Hatch provided revised policy #425 Public Computer Usage Policy, and a new policy #425.2 Internet Safety Policy, with recommendations to approve both policies.
 - 6.6.1. #425 Public Computer Usage Policy: Brown moved to approve Policy #425 Public Computer Usage as presented, Weeks seconded. Motion carried.
 - 6.6.2. #425.2 Internet Safety Policy: Weeks moved to approve Policy #425.2 Internet Safety as presented, Brown seconded. Motion carried.
- 6.7. Open Forum: Director Hatch mentioned staff wage adjustments are in place, except for her own, which was not voted upon by the Library Board. Brown moved to approve 3% wage increase for Director Hatch, retroactive to 1/1/2016, Weeks seconded. Motion carried.
- 6.8. Director Report – Youth Services: Trustee Brown discussed storytime attendance.
- 6.9. Technology & Building Maintenance: Trustee Brown discussed technology and building maintenance with regard to Director Hatch’s responsibilities and distribution of those duties to other staff members.
- 6.10. Chair Replacement: Director Hatch provided a memo explaining the need to repair or replace 2 chairs and the associated costs. Brown moved to approve replacement of the 2 chairs, Weeks seconded. Motion carried.

7. Communications:

- 7.1. Thank You Card, MPL Staff: Director Hatch shared the Thank You Card.

- 8. Adjournment:** Weeks moved to adjourn, Brown seconded. Motion carried. Meeting adjourned at 8:02 p.m.

Respectfully submitted,

Jane Brown
Secretary