

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, March 22, 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, Weeks seconded. Motion carried.
3. **Approval of Agenda:** Weeks moved to approve the Agenda, Brown seconded. Motion carried.
4. **Call to the Public:** Holly Brandt, Township Clerk was present - No comments
5. **Unfinished Business:**
 - 5.1. Community Conversations: Director Hatch reported no progress; other Library matters have taken precedence.
 - 5.2. Huron Valley History Initiative: Director Hatch reported the February meeting was very positive; direction to continue with Clark Library; and a tour of the digitization facility is being planned.
 - 5.3. Table Lighting: Director Hatch presented a memo including several light fixtures and associated costs with a request for direction as to which fixture to proceed with, if any. Discussion regarding the fixtures ended with a motion by Brown to table this item until next month, Weeks seconded. Motion carried. Harris' lamp choice was Holtkoetter and Weeks first lamp choice was Holkoetter with a second choice Nessen NT803
6. **New Business:**
 - 6.1. Audit Documentation: Director Hatch reported the on-site audit was completed and is expecting a draft soon.
 - 6.2. Schedule of Library Closed Dates 2017: Director Hatch presented the schedule of Library closed dates for 2017. Discussion regarding how holidays fall in 2017. Brown moved to add December 23, 2017 as a closed date, Weeks seconded. Motion carried.
 - 6.3. Budget Adjustment #2 of 2016: Director Hatch presented budget adjustment #2 and explained the related issue. Weeks moved to approve budget adjustment #2 for 2016, Brown seconded. Motion carried.
 - 6.4. Policy Revisions: Director Hatch presented the Library Policy Committee's recommended revisions. Brown moved to approve Policies #403.1, 403.3, 424.2, 426, 435, 436, and Form 426, as presented, Weeks seconded. Motion carried. Director Hatch and the Library Board commented on the good job the Library Policy Committee has done with the revisions.

- 6.5. Accounting RFP: Director Hatch explained the current accountant has submitted her resignation effective September 30, 2016. Director Hatch presented a Request for Proposal to accept quotes for a replacement accountant. Weeks moved to approve the RFP for Accounting Services, Brown seconded. Motion carried.
- 6.6. HVAC Controls Replacement: Director Hatch provided a memo explaining the issues with the current HVAC controls and presented quotes received from two trusted companies. Additionally, Director Hatch requested direction on how to proceed. Brown moved to accept information available from the two quotes and to proceed with process, Weeks seconded. Motion carried.
- 6.7. Light fixture Repair: Director Hatch provided a memo explaining process and costs for repair of light fixture and installation. Weeks moved to approve the repair and installation of light fixture, Brown seconded. Motion carried.
- 6.8. Emergency Ready Profile from Serv-Pro: Director Hatch shared an emergency booklet which was prepared by Serv-Pro, including contact information for emergency services, and information regarding the building that staff and emergency responders would need. Director Hatch has placed copies of these booklets at service desks throughout the building.
- 6.9. State Aid: Director Hatch shared the first State Aid check has been received.
- 6.10. Open Forum: Brown requested an update about other Libraries and Maintenance from last month. Director Hatch has not been able to research the information.

7. Communications:

- 7.1. Laurie Horn, Accountant, Resignation, 2/2016: Director Hatch shared Laurie's letter of resignation.
- 7.2. FOML Trustee Alliance, Spring Workshop: Director Hatch provided information regarding a spring workshop for trustees and FOML members.

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

Respectfully submitted,

Jane Brown
Secretary