

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday, May 24, 2016 7:00 p.m.**

**Members Present:** Keef, Harris, Clemens, Reiter, Brown, 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. **Consent Agenda:** Brown moved to approve the Consent Agenda, Harris seconded. Motion carried.
3. **Approval of Agenda:** Weeks moved to approve the Agenda, Harris seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
  - 5.1. **Community Conversations:** Director Hatch reported information packet is coming along. Director Hatch explained the information packet will go out prior to meetings. Director Hatch asked for suggestions of community members to participate in library's strategic planning. Two suggestions were presented.
  - 5.2. **Huron Valley History Initiative:** Director Hatch reported dates are being distributed for a field trip to Clark Library and plans are to investigate with Clark Library for future issues of the Milford Times. Discussion regarding funding for future digitization projects. Director Hatch explained grants are available and there maybe plans for fund raising.
  - 5.3. **Table Lighting:** Director Hatch reported the table lamps have been ordered.
  - 5.4. **HVAC Controls Replacement:** Director Hatch provided an updated memo and recommendation regarding the replacement of HVAC controls. Discussion regarding the two quoted systems. Director Hatch explained the evaluation process of the two systems. Harris moved to approve the recommendation for Goyette for \$55,000.00 and the Honeywell licensing fee of \$100.00, Brown seconded. Motion carried.
  - 5.5. **Light Fixture Repair:** Director Hatch reported the replacement parts have arrived and reassembly of the fixture is scheduled for 5/31/16. Goyette will be scheduled for installation following the reassembly of the fixture. Director Hatch also reported a check has been received from the insurance company for the light fixture and grant funds have also been received for the bollards installed at the book drop.
  - 5.6. **Landscaping Proposals:** Director Hatch has attempted to reach Your Way to discuss the proposals, however, has nothing new to report at this time.
6. **New Business:**
  - 6.1. **Audit:** Gregory Clum from Bredernitz, Wagner presented the audit for year ending December 31, 2015, with an unmodified opinion. Clemens moved to accept the audit, Brown seconded. Motion carried.
  - 6.2. **Building Insurance Renewal:** Director Hatch provided a memo regarding the renewal of Property and Liability Insurance, including several options and a recommendation. Board

discussed the memo. Brown moved to renew insurance with a 3% increase in building and contents value, Weeks seconded. Motion carried.

- 6.3. Bibliotheca 3M Maintenance Renewal: Director Hatch provided a memo including information regarding maintenance costs and a recommendation to renew the current contract. Harris moved to renew maintenance contract for one year, as presented, Weeks seconded. Motion carried. Weeks, Harris, Brown and Reiter – Yes; Clemens – No.
- 6.4. Policy 404 Americans with Disabilities Act Compliance Policy: Director Hatch presented the Library Policy Committee's recommended new policy. Clemens moved to approve Policy #404, as presented, Harris seconded. Motion carried.
- 6.5. Teen Shelving Proposal: Director Hatch presented the proposal and quote for replacing spinner racks in the Teen area with shelving. Director Hatch suggested utilizing fund balance designated for Special Use – Youth to fund this project. Weeks moved to approve the proposal for replacing spinner racks with shelving in the Teen area, Brown seconded. Motion carried.
- 6.6. Stories n' More Summer Program: Director Hatch provided a memo with information regarding a summer reading program, partnering with the YMCA to be held at the AMP in Central Park. Director Hatch also mentioned the Friends have agreed to sponsor a puppet show for one of the weeks. Program was well received by the Board.
- 6.7. Open Forum: Trustee Reiter submitted her resignation effective at the conclusion of the meeting.

## **7. Communications:**

- 7.1. Heather Wittrup, Workshop Report: Director Hatch shared Heather's report.
- 7.2. Martin Mohler, Donation of Geochron: Director Hatch provided information regarding the offered donation. Board discussed the donation with a decision to respectfully decline the donation.

8. **Adjournment:** Harris moved to adjourn, Weeks seconded. Motion carried. Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Jane Brown  
Secretary