

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, August 23, 2016 7:00 p.m.

Members Present: Keef, Clemens, 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 7:03.
2. **Consent Agenda:** Brown moved to approve the Consent Agenda, Weeks seconded. Motion carried.
3. **Approval of Agenda:** Weeks moved to approve the Agenda as amended, Clemens seconded. Motion carried.
4. **Call to the Public:** Marianne McMunn and Melissa Patchett were present to observe the meeting. Both are write-in candidates for the Library Board election in November.
5. **Unfinished Business:**
 - 5.1. Strategic Planning: Director Hatch shared the information provided to strategic planning participants and discussed her plans for presentations. Board also discussed memo regarding Joe Strauss providing facilitation and additional services for strategic planning process. Weeks moved to approve contract with Joe Strauss to facilitate three Community Planning Committee meetings, Brown seconded. Motion carried.
 - 5.2. Huron Valley History Initiative: Director Hatch shared nothing new to report.
 - 5.3. Landscaping Proposals: Director Hatch provided an updated proposal/quote from Your Way. Discussion regarding the proposal/quote. Weeks moved to approve items # 1 and #2 and #4 but only removing tall grasses in front of sign for item #3. Board further discussed costs for project. Weeks rescinded motion. Item tabled for further cost analysis.
 - 5.4. Logo: Director Hatch requested item tabled until next month. Director Hatch will provide a list of questions in next board packet which will assist with designing a logo.
 - 5.5. Board Vacancy: There will be three write in candidates including Donna Gramlich, Melissa Patchett and Marianne McMunn.
6. **New Business:**
 - 6.1. Adoption of Budget: Clemens moved to approve proposed budget for 2017 as presented, at the maximum mileage rate, Weeks seconded. Motion carried.
 - 6.2. Penal Fines and State Aid: Director Hatch shared information regarding Penal Fines and State Aid.
 - 6.3. Budget Adjustment #3 of 2016: Weeks move to approve budget adjustment #3 for 2016, Brown seconded. Motion carried.
 - 6.4. Fund Balance Analysis: Director Hatch provided an analysis of the current fund balance, and a recommendation to reassign \$25,000 from tax appeals to Building Improvements. Clemens moved to approve the recommendation as presented, Weeks seconded. Motion carried.

- 6.5. Policy 425 Public Computer Usage: Director Hatch provided a proposed revision of policy 425 – Public Computer Usage. Weeks moved to approve revised policy 425 – Public Computer Usage, Brown seconded. Motion carried.
- 6.6. Little Free Libraries: Director Hatch provided information regarding a cooperative project “Little Free Libraries”. Board discussed project and approved.
- 6.7. Open Forum: Short discussion regarding previous email from Judith Reiter regarding SHAC fundraiser with painted rocks. Also discussed new hire for Youth and Teen Department head – Karen Dobson was offered and accepted the position.

7. Communications:

- 7.1. Village Fine Arts Association, Thank You Letter: Director Hatch shared a thank you letter from Village Fine Arts regarding the Library’s contribution to PAN.
- 7.2. Kirsten Malzahn, Request for Leave of Absence, 10 Aug 2016: Director Hatch shared Kirsten’s leave request. Clemens moved to approve Kirsten’s request, Brown seconded. Motion carried.
- 7.3. Jeanne Brown, Request for Leave of Absence, 23 Aug 2016: Director Hatch shared Jeanne’s leave request. Brown moved to approve Jeanne’s request, Clemens seconded. Motion carried.

- 8. Adjournment:** Clemens moved to adjourn, Weeks seconded. Motion carried. Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Jane Brown
Secretary