

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, December 6, 2016 7:00 p.m.

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

1. **Swearing in of Trustees:** Trustees were sworn in by Holly Brandt, Milford Township Clerk.
2. **Call to Order:** President Keef called the meeting to order at 7:04.
3. **Consent Agenda:** Harris moved to approve the Consent Agenda, Clemens seconded. Motion carried.
4. **Approval of Agenda:** Harris moved to approve the Agenda, as amended, Weeks seconded. Motion carried.
5. **Call to the Public:** Holly Brandt, Milford Township Clerk. No comment.
6. **Unfinished Business:**
 - 6.1. Strategic Planning: Director Hatch shared Strategic Planning is in final draft process. Director Hatch plans to finish the draft and will mail to board members next week for review and approval at the January meeting.
7. **New Business:**
 - 7.1. Policy 809 – Fund Balance Policy: Director Hatch provided a new policy Fund Balance – 809 and explained the new policy. Clemens moved to adopt Policy 809 – Fund Balance, Weeks seconded. Motion carried.
 - 7.2. Budget Adjustment #4 of 2016: Director Hatch presented budget adjustment #4 for 2016. Clemens moved to approved budget adjustment #4 for 2016, Harris seconded. Motion carried.
 - 7.3. Open Forum: No comments.
 - 7.4. Fixed Asset Management: Director Hatch presented a memo and explained the current process and recommended a contract with our current accountant Joe Strauss to manage the library’s fixed asset database. Clemens moved to approve contract with Joe Strauss for management of the fixed asset database, Harris seconded. Motion carried.
 - 7.5. Director Authority for Year-end Budget Adjustments: Director Hatch requested authorization from the board to process year-end budget adjustments as necessary to balance the 2016 budget. McMunn moved to approve authority for Director Hatch to make any usual and customary budget adjustments as needed to balance the 2016 budget, Harris seconded. Motion carried.
8. **Communications:** None

9. Adjournment: Harris moved to adjourn, McMunn seconded. Motion carried. Meeting adjourned at 7:39 p.m.

Respectfully submitted,

Megan Weeks
Acting Secretary