

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, July 23, 2019 7:00 p.m.

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

1. **Call to Order:** President Keef called the meeting to order at 7:01.
2. **Consent Agenda:** Weeks moved to approve the Consent Agenda, Gramlich seconded. Motion carried.
3. **Approval of Agenda:** McMunn moved to approve the Agenda, as amended, Weeks seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1. Local Community Stabilization Act funding: Director Hatch provided an updated Library “Wish List” adding some maintenance items, items in process and showing completed items. Director Hatch suggested Board members individually prioritize items yet to be completed and next meeting consolidate priorities. Director Hatch also mentioned a meeting is scheduled with Brien’s to discuss landscaping issues. Gramlich moved to approve \$1,500.00 additional funding for Steam Kits, Clemens seconded. Motion carried.
 - 5.2. Lounge Furniture: Director Hatch provided an update including research and quotes received. Director Hatch is expecting additional information and will share at next meeting.
 - 5.3. Millage Renewal 2020: Director Hatch shared information and requested direction. Discussion regarding current millage(s), when to place millage on ballot and language for ballot. Further discussion and direction for millage language from Foster Swift. Also discussed people to work on a millage committee.

6. New Business:

- 6.1. Audit: Director Hatch shared the Audit for 2018. Director Hatch mentioned the unmodified opinion, and monies added to the fund balance. Clemens moved to accept the audit for 2018 as presented, Gramlich seconded. Motion carried.
- 6.2. 2020 Proposed Budget: Director Hatch provided the proposed budget for 2020 including budget assumptions and analysis. Director Hatch will make the budget information available to the public.
- 6.3. Set Budget Hearing: Director Hatch provided a draft notice for the budget hearing for the 2020 budget; proposing the hearing be set prior to regular August meeting. Weeks moved the budget hearing for 2020 budget be set at 6:45 pm on Tuesday August 27, 2019, Gramlich seconded. Motion carried.
- 6.4. PLA Conference Proposal: Director Hatch provided a memo regarding attending the PLA conference in 2020. Clemens moved to approve Director Hatch's attendance for the PLA conference in 2020, McMunn seconded. Motion carried.
- 6.5. STEAM Presentation: Karen Dobson, Youth Services Department Head, provided a presentation on STEAM kits, including a sample kit from another library and her plans for providing kits for circulation at our library.
- 6.6. Open Forum: none.

7. Communications:

- 7.1. None

8. Adjournment: Gramlich moved to adjourn, Weeks seconded. Motion carried. Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Marianne McMunn
Secretary