

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, May 24, 2022 7:00 p.m.

Members Present: Keef, Harris, Clemens, Weeks, Gramlich and McMunn.
Also present, Director Hatch and Mary VanDerworp to record the minutes.

1. **Call to Order:** President Keef called the meeting to order at 7:02.
2. **Consent Agenda:** Trustee Weeks moved to approve the Consent Agenda, Trustee Harris seconded. Motion carried.
3. **Approval of Agenda:** Trustee Clemens moved to approve the Agenda, Trustee Gramlich seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1 Facility Improvements
 - 5.1.1 LED Lighting: Director Hatch reported that the LED lighting project is almost complete. All of the lighting that could be reached with a ladder has been finished. The work crew will return next week to complete any work that requires a lift. The emergency lighting was put to the test during a recent power outage and worked well.
 - 5.1.2 Sidewalks/Parking Lot: This will be addressed after an engineer can review the problems with current sidewalks and parking lots.
 - 5.1.3 Restroom Handicapped Assist openers: Auto openers scheduled for installation, with electricity to be connected later.
 - 5.1.4 Slow Door Closers: will be addressed after the other projects have been completed.
 - 5.1.5 Annual Report: Director Hatch stated that the annual report has been completed. A copy of the report was made available to the board members.
6. **New Business:**
 - 6.1. Policy 207 Working conditions: At last month's meeting the Board approved a staff proposal, which addressed the Sunday pay rate for library employees. Policy 207 addresses that decision. Motion to

approved Policy 207 was made by Trustee Harris and seconded by Trustee Weeks. Motion carried.

6.2. Demonstration of “myLIBRO” App was tabled until next month.

6.3. Fund Balance Analysis: Director Hatch provided a table of recommended property improvements that may be needed in the future, and the expected costs. Director Hatch recommends assigning any excess funds to Building Improvements. Motion to approve the fund balance recommendation was made by Trustee Weeks, seconded by Trustee McMunn. Motion carried

6.4. Property Insurance Renewal: The renewal notice for the Library’s property insurance was just recently received. Director Hatch recommends approving the renewal, barring any “red flags” that may become apparent after closer review. Motion to renew property insurance as is, pending Director’s complete review of the policy was made by Trustee McMunn, seconded by Trustee Gramlich. Motion carried.

6.5. Work from Home: Director Hatch has on a rare occasion, needed to work from home. She may find herself in this situation again in the near future. Director Hatch requests board approval for these infrequent occasions. The board unanimously agreed to grant Director Hatch’s request.

6.6. Contract for Director: Director Hatch questioned the board’s interest in providing an employment contract for the director position. President Keef stated that such a contract could protect the board as well as the director. Director Hatch will consult with the attorney and start the process of drafting a contract.

6.7. Open forum: Director Hatch shared information with regard to the library’s current email provider. The current email provider, Rackspace, will be making some undesirable changes to their system. Director Hatch proposes migrating to Google workspace, once costs have been evaluated.

Director Hatch has received requests for an online language learning data base. Director Hatch has found that many of our neighboring libraries offer such databases. Also, there is funding available through the “Electric Content Delivery” budget to cover such a purchase.

Director Hatch has asked TLN for a quote. The board agreed.

7. Communications

7.1 Al Raddi, Huron Valley Numismatic Society sent a “Thank You” to the library for hosting a Coin Appraisal night. 55 People attended

the program and brought in coins for evaluation. Attendees were quite pleased to have estimates on the worth of their coins.

8. **Adjournment:** Trustee Gramlich moved to adjourn, Trustee Harris seconded. Motion carried. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

Mary VanDerworp
Recording Secretary