

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday September 27, 2022 7:00 P.M.

Members Present: President Janet Keef, Vice President Barbara Harris, Secretary Marianne McMunn, Trustee Donna Gramlich and Trustee Megan Weeks. Also present were Library Director Tina Hatch and Administrative Assistant Mary VanDerworp to record the minutes.

1. **Call to Order:** President Janet Keef called the meeting to order at 7:00 P.M..
2. **Consent Agenda:** A motion to approve the Consent Agenda was made by Marianne McMunn and seconded by Megan Weeks. All were in favor, the motion carried.
3. **Approval of Agenda:** A motion to approve the Amended Agenda was made by Megan Weeks and seconded by Donna Gramlich. All were in favor, the motion carried.
4. **Call to the Public:** Mira Stakhiv, applicant for the open seat on the Library Board spoke of her interest in serving on the board, as well as her qualifications.
5. **Unfinished Business:**
 - 5.1 **Facility Improvements**
 - 5.1.1 **Sidewalks/Parking Lot:** There were no updates regarding this matter.
 - 5.1.2 **Slow Door Closers:** this matter is still pending.
 - 5.2 **Contract for Director:** This matter is still pending.
 - 5.3 **Memorial for Judy Clemens:** Megan Weeks shared some pamphlets from the artist Rachelle Ashley of "The Wire Forest". Ms Ashley had a display at this year's Milford Memories. It was agreed that Ms. Ashley, would be asked to visit the library to help determine the best size and color and design for the memorial.
6. **New Business:**
 - 6.1. **Consider Appointment of Trustee to complete term:** The board members held an open discussion about the background and qualifications they thought would best add another dimension to the board. There were 4 applications filed for the empty seat, and the board discussed the merits of each applicant. A motion was made by Barbara Harris to approve the appointment of Kimberly Gutierrez, an elementary school teacher with children enrolled in Huron Valley Schools. The motion was seconded by Megan Weeks. All were in favor, the motion carried.
 - 6.2. **Budget Adjustment #1 and #2 of 2022:** Having taken in more revenue than projected in the areas of taxes, state aid, and local stabilization the Library budget required an adjustment. The adjustment requires board approval. In

addition, the Library's budget required adjusting to comport with the new Chart of Accounts issued by the State of Michigan (account numbers only). A motion to approve the budget adjustment #1 was made by Megan Weeks and seconded by Donna Gramlich. All were in favor, the motion carried. A motion to approve changing the internal accounts to comport with the new Chart of Accounts was made by Marianne McMunn and seconded by Barbara Harris. All were in favor, the motion carried.

6.3. **Emergency Purchase related to lightning strike damage:** Director Hatch went on to share details of a power outage that was the result of a lightning strike the previous week and the library equipment that suffered damage. One item, the frequency drivers, needed immediate repair. Director Hatch received a quote to repair the frequency drivers. The quote must be ratified by the Library Board. A motion to ratify the quote was made by Megan Weeks and seconded by Donna Gramlich. All were in favor, motion carried.

6.4. **Open Forum:** none

7. **Communications:** None

8. **Adjournment:** A motion to adjourn was made by Barbara Harris and seconded by Marianne McMunn. All were in favor, the motion carried. At 7:45 P.M. the meeting was adjourned to October 25, 2022 at 7:00 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

Mary VanDerworp
Recording Secretary