

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday, October 26, 2021 7:00 p.m.**  
**In Person**

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

1. **Call to Order:** President Keef called the meeting to order at 7:01.
2. **Consent Agenda:** Harris moved to approve the Consent Agenda, Clemens seconded. Motion carried.
3. **Approval of Agenda:** Gramlich moved to approve the Agenda, Harris seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
  - 5.1. Reopening Status: Director Hatch shared the situation remains the same.
  - 5.2. Wish List Priority Updates: Director Hatch shared she has received quotes from a few vendors for the LED lighting project but has some questions and is waiting on additional quotes. Director Hatch shared information from a meeting regarding parking lot and sidewalk repairs with PEA, a civil engineering firm. Director Hatch also shared information from another meeting regarding door closures, however has not received a quote. Director Hatch will pursue other resources.
  - 5.3. Salary and Wage Scale Revision: Director Hatch provided a memo with documentation and a recommendation for revisions to the current scale. Discussion regarding the information presented. Clemens moved to approve salary and wage scale revision proposal #1 as presented, Harris seconded. Motion carried.
  - 5.4. Emergency Connectivity Fund: Director Hatch reported no quotes were received, and timeline for funding has passed.
6. **New Business:**

- 6.1. Technology Support Contract: Director Hatch provided a memo and recommendation to purchase computer support from MicroTech Systems. Harris moved to approve purchase of 150 hours of computer support in the amount of \$17,250.00, Gramlich seconded. Motion carried.
- 6.2. Health Insurance Renewal 2022: Director Hatch provided a memo with information and a recommendation for renewal of Health Insurance. Discussion regarding health insurance and costs. Gramlich moved to approve the renewal of the current plan and exempt Library from the requirements of MCL 15.563, Clemens seconded. Motion carried.
- 6.3. Policy 315 – Para-Professional – Adult: Director Hatch provided a new policy for an adult services position. Director Hatch also explained the reason for the new position and an alternate more accurate title. Clemens moved to approve Adult Services Position - Policy 315, Gramlich seconded. Motion carried
- 6.4. Open Forum: Director Hatch shared requests to remove Library Materials is on the rise, none for our library, but in other Libraries.

**7. Communications:** None

- 8. Adjournment:** Gramlich moved to adjourn, Harris seconded. Motion carried. Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Donna Gramlich  
Acting Secretary