



MILFORD PUBLIC LIBRARY

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, February 22, 2022
7:00 PM

1. Call to Order
2. Consent Agenda
 - 2.1. Approval of Minutes
 - 2.1.1. Regular Meeting: December 7, 2021
 - 2.2. Approval of Financial Reports and Invoices for November and December and January
 - 2.3. Director's Report
 - 2.3.1. Snapshot of Statistical Indicators
 - 2.3.2. Suggestion Box
 - 2.3.3. Staff Updates
 - 2.3.4. Building Updates
 - 2.3.5. TLN Update
 - 2.3.6. Friends of the Library Update
 - 2.3.7. Incident Reports
3. Approval of Agenda
4. Call to the Public
5. Unfinished Business
 - 5.1. Reopening Status
 - 5.2. Wish List Priority Updates
 - 5.2.1. LED Lighting
 - 5.2.2. Sidewalks/Parking Lot
 - 5.2.3. Restroom Handicapped Assist openers
 - 5.2.4. Slow Door Closers
6. New Business
 - 6.1. Annual Meeting
 - 6.1.1. Election of Officers
 - 6.1.2. Schedule of Meetings
 - 6.1.3. Schedule of Closed Dates 2021
 - 6.1.4. Annual Report
 - 6.2. Policy 301 Administrative Assistant
 - 6.3. Budget Adjustment #3 of 2021
 - 6.4. Open Forum
7. Communications
 - 7.1. Anne Seurnyck, Attorney, Letter regarding rate increase
 - 7.2. Thank you notes from Staff
8. Adjournment

MILFORD TOWNSHIP LIBRARY BOARD

Minutes of Regular Meeting

Tuesday, December 7, 2021 7:00 p.m.

In Person

Members Present: Keef, Harris, Clemens, Weeks and Gramlich. Also present, Director Hatch and Jeanne Brown to record the minutes. Trustee McMunn 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, Harris seconded. Motion carried.
3. **Approval of Agenda:** Weeks moved to approve the Agenda, Gramlich seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1. Reopening Status: Director Hatch shared the situation remains the same. Director Hatch also shared a slowdown in patrons coming into the Library, whether it is from holidays or concerns of illness is not clear. Director Hatch mentioned an increase in mask requirements from some libraries.
 - 5.2. Wish List Priority Updates
 - 5.2.1. LED Lighting: Director Hatch shared quotes from 3 companies. Director Hatch suggested not using the highest bid but also needs clarification from both of the other two quotes which may change bid amounts. Director Hatch requested direction for moving forward with project. Board discussed quotes and questions for companies. Clemens moved to allow Director Hatch to move forward with LED lighting project and to accept best bid upon receipt of information, current quotes, and references, Gramlich seconded. Motion carried.
 - 5.2.2. Sidewalks/Parking Lot: Director Hatch shared a proposal from PEA Group, and mentioned this was the only firm to respond to requests. Board discussed the proposal, however asked Director Hatch to pursue additional engineering firms.