

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday August 23, 2022 7:00 P.M.

Members Present: President Janet Keef, Secretary Marianne McMunn, Trustee Donna Gramlich and Trustee Megan Weeks. President Janet Keef, Vice President Barbara Harris was absent. 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.
2. **Consent Agenda:** A motion to approve the Consent Agenda was made by Marianne McMunn and seconded by Megan Weeks. All were in favor, motion carried.
3. **Approval of Agenda:** Motion to approve the Agenda was made by Megan Weeks and seconded by Marianne McMunn. All were in favor, motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1 Facility Improvements
 - 5.1.1 Sidewalks/Parking Lot: Director Hatch has met with the municipal engineering firm OHM. OHM has proposed that the project be completed in two phases. Additional meetings/discussions to continue.
 - 5.1.2 Slow Door Closers: this matter is still pending
 - 5.2 Contract for Director: This matter is still pending.
 - 5.3 Personnel Policy Revisions: Copies of the revisions, as suggested by Library Attorney, were provided to the board members. Director Hatch would like policy to address personal leave of absence (policy #223). A motion to approve the amended personnel and policy manual was made by Megan Weeks and seconded by Donna Gramlich. All were in favor, motion carried.
6. **New Business:**
 - 6.1. Budget Approval: A motion to approve the budget was made by Donna Gramlich and seconded by Megan Weeks. All were in favor, motion carried. There was a discussion about proposed salary ranges for Department Heads and full-time Clerks. Donna Gramlich moved to approve the proposed salary ranges. Megan Weeks seconded the motion. All were in favor, motion carried. Discussion continued regarding a proposed 3% salary increase for the Director. Donna Gramlich moved to approve this increase, the motion was seconded by Marianne McMunn. The motion carried.
 - 6.2 **Library Schedule 2023:** The Library schedule for 2023 was presented. Director Hatch proposed the schedule be amended to include the closure of the library on 1/2/23 and 12/23/23. Discussion followed with some concern about the

library being closed on Monday January 2, 2023, noting that many patrons might expect the library to be open that day, and that students may be in need of the library to prepare for the return to school later in the week.

Director Hatch suggested allowing a “floating holiday” for eligible staff. A motion to accept the 2023 schedule, adding a floating holiday for eligible staff and the additional closure of the library on 12/23/23 was made by Megan Weeks and seconded by Donna Gramlich. All were in favor, motion carried.

- 6.3 **Penal Fines and State Aid:** Director Hatch noted that the checks for penal fines and state aid have been received.
 - 6.4 **Request for Closed Session to discuss attorney-client privileged information.** Megan Weeks motion to approve a closed session. The motion was seconded by Donna Gramlich. All were in favor, the motion carried. The Board moved into a closed session. A motion to move out of the closed session was made by Marianne McMunn and seconded by Donna Gramlich. All were in favor, the motion carried.
 - 6.5 **Appointment Process for Board:** The Board discussed the means by which a trustee will be appointed to fill the seat left vacant upon the passing of Trustee Judy Clemens. Possibilities include: 1).The vacancy be posted for a period of time in the library with applicants then being interviewed at a Library Board meeting and/or 2.) if a member of the public expressed an interest in becoming a candidate for the board position, the Board could then vote on that candidate at a regular meeting. All agreed that the best way to proceed would be to post the vacancy in the library and on the library website. Applications will be reviewed. A selection will be made at the September board meeting.
 - 6.6 **Memorial for Judy Clemens:** The Board discussed various means of honoring Board member Judy Clemens. Megan Weeks provided ideas from various artists who had displayed at this year’s Milford Memories. The Board members agreed that a metal sculpture might be most appropriate. The board toured the library to determine an appropriate area to display the memorial. Funds for the memorial will come from the art budget.
 - 6.7 **Entrance Doors:** Director Hatch explained the repeated problems that have occurred with the entrance doors. The doors may need to be replaced at some point, possibly as early as 2023. Replacing the doors may require that the library be closed for one day for installation
 - 6.8 **Open Forum:** None
7. **Communications:** None
 8. **Adjournment:** A motion to adjourn was made by Megan Weeks and seconded by Marianne McMunn. All were in favor, the motion carried. The meeting was adjourned to September 27, 2022 at 7:00 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

Mary VanDerworp
Recording Secretary