

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday December 6, 2022 7:00 P.M.

Members Present: President Janet Keef, Vice President Barbara Harris, Trustee Megan Weeks and Acting Secretary Kimberly Gutierrez. Treasurer Donna Gramlich and Secretary Marianne McMunn were 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 PM.
2. **Consent Agenda:** A motion to approve the Consent Agenda was made by Megan Weeks and seconded by Barbara Harris. 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 Barbara Harris. All were in favor, the motion carried.
4. **Call to the Public:** None.
5. **Unfinished Business:**
 - 5.1 **Facility Improvements**
 - 5.1.1 **Sidewalks/Parking Lot:** Director Hatch is in receipt of a proposal from the contractor, OHM. The proposal was received with insufficient time to provide a copy to the Library Board in advance of the meeting. This evening, the Board was presented a copy of the proposal for review. The contact at OHM has suggested meeting with the board himself, either at the next regular meeting, or at a special meeting, to explain the process after the board has had time to review the proposal. The Board agreed to move the January meeting to Tuesday, January 10, 2023 at 7:00 PM at which time the proposal will be discussed. Motion to change the January meeting date to 1/10/23 was made by Barbara Harris and seconded by Kimberly Gutierrez.
 - 5.1.2 **Slow Door Closers:** This matter is still pending.
 - 5.2 **Contract for Director:** Library Attorney, Mike Blum, has prepared a "sample" contract for Director Hatch. At this point, any further communication regarding a contract should take place between a Board member and the attorney.
 - 5.3 **Memorial for Judy Clemens:** Trustee Megan Weeks plans to contact the artist regarding the memorial.
 - 5.4 **Website Design RFP:** Numerous proposals, in a very wide range of costs, for a new website design have been received. Director Hatch has reviewed the proposals and feels that two of the proposals deserve serious consideration.

6. **New Business:**

6.1. **MLA Conference 2022 Report:** Director Hatch attended the MLA Conference in October. She provided the Board a summary of the conference and the sessions that she attended there.

6.2 **Budget Adjustment #2 of 2022:** Director Hatch explained the proposed Budget Adjustment. Some proceeds came in higher than expected. Some expenditures were increased, and Director Hatch explained which areas showed an increase and why. A motion was made by Megan Weeks to approve Budget Adjustment #2. The motion was seconded by Barbara Harris. All were in favor, the motion carried.

6.3 **Employee Timesheets:** There have been continuing problems with “Quickbooks” the online timesheet/payroll provider. The Library Accountant, Joe Strauss, has suggested considering making a change to “On the Clock”, a Michigan-based timesheet website that which would likely cost less than Quickbooks. Director Hatch has requested permission to change timekeeping companies should problems continue to occur with Quickbooks. A motion was made by Barbara Harris stating that if problems with Quickbooks are not resolved the library may move to “On The Clock”, as recommended by the accountant. The motion was seconded by Kimberly Gutierrez. All were in favor, motion carried.

6.4 **Policy 510 Playaway Launchpad Lending:** Policy 510 has been revised to extend the loan time on Playaway Launch Pads. The loan time will be extended from 1 week to 3 weeks.

6.5 **Minimum Wage Increase January 2023:** A minimum wage increase for Shelves has been budgeted for 2023, but the wage scale wasn't increased. Director Hatch requested that a pay scale be adopted to reflect a minimum wage of \$10.10 and a maximum of \$10.75. Megan Weeks moved to set a pay scale for Shelves of \$10.10 to \$10.75. Barbara Harris seconded the motion. All were in favor. The motion carried.

6.6 **Open Forum:** None

7. **Communications:** Information was provided by Director Hatch with regard to The Library of Michigan and membership in United for Libraries which offers educational opportunities for both library staff and board members. Kimberly Gutierrez brought up recent challenge to books at the Salem/South Lyon Library. Current MPL policies were discussed. The Library attorney is currently reviewing policies. Some policy changes may be considered at the next meeting.

8. **Adjournment:** A motion to adjourn was made by Barbara Harris and seconded by Megan Weeks. All were in favor, the motion carried. At 7:50 P.M. the meeting was adjourned to January 10, 2023 at 7:00 p.m.

Respectfully submitted,

Kimberly Gutierrez
Acting Secretary

Mary VanDerworp
Recording Secretary