

## MILFORD TOWNSHIP LIBRARY BOARD

### Minutes of Regular Meeting

Tuesday, February 22, 2022 7:00 p.m.

#### In Person

**Members Present:** Harris, Clemens, Gramlich and McMunn. Also present, Director Hatch. Trustees Keef and Weeks were absent.

1. **Call to Order:** Vice president, Harris, called the meeting to order at 7:00.
2. **Consent Agenda:** Clemens moved to approve the Consent Agenda for November, December and January. Gramlich seconded. Motion carried.
3. **Approval of Agenda:** Gramlich moved to approve the Agenda. Clemens seconded. Motion carried.
4. **Call to Public:** None.
5. **Unfinished Business:**
  - 5.1 Reopening Status: Director Hatch stated we are starting some in person programs this week.
  - 5.2 Wish List Priority Updates
    - 5.2.1 LED Lighting: Director Hatch shared she has received 2 quotes with a difference of \$8,000 and wonders if this is due to the companies not counting the bulbs needing replacement properly. She is looking into this further, by getting an accurate count on the bulbs needed. Hatch continues to have some other questions in regard to processes that companies are proposing for installation, etc. and will make a decision after she receives their answers/recommendations.
    - 5.2.2 Sidewalks/Parking Lot: Director Hatch has received 2 quotes for engineering services and is pursuing one more quote to compare the 3 before proceeding. Would like to have this project done by August since there are 2 elections at the Library Precinct Site.

- 5.2.3 Restroom Handicapped Assist Doors: Director Hatch received proposal from LA Force, has contacted Stanley Access Systems for a bid and is working on getting quotes from more companies for this project.
- 5.2.4 Slow Door Closers: Director Hatch shared still working on this and waiting on quotes.

## 6. **New Business:**

### 6.1 Annual Meeting

- 6.1.1 Election of Officers: Clemens moved to keep the current slate of officers for the 2022 year. Gramlich seconded. Motion carried.
- 6.1.2 Schedule of 2022 Board of Trustee Meetings: Clemens moved to approve the schedule of Board of Trustee meetings for 2022 as listed. Gramlich seconded. Motion carried.
- 6.1.3 Schedule of Closed Dates 2022: McMunn moved that Director Hatch set a date for a staff development day and add it to the Libraries Closed Date 2022 list that was proposed. Gramlich seconded. Motion carried.
- 6.1.4 Annual Report: Director Hatch stated that the Annual Report is not ready at this time.

6.2 Policy 301 Administrative Assistant: Director Hatch has updated the Administrative Assistant policy 301 to better reflect the job description. After reviewing, Clemens moved that we approve updated Policy 301. Gramlich seconded. Motion carried.

6.3 Budget Adjustment #3 of 2021: Director Hatch provided information regarding Budget Adjustment #3 of 2021 and asked for approval to make necessary budget adjustments to balance budget for 2021. Clemens moved to approve budget adjustment #3. Gramlich seconded. Motion carried.

6.4 Open Forum: We welcome our new Administrative Assistant, Mary VanDerWorp to our Library Staff. Looking forward to working with her. Director Hatch shared articles regarding book challenges, censorship in school and public libraries.

7. **Communications:**

7.1 Anne Seuryneck, Attorney, sent Library a letter regarding her rate increase to \$250.

7.2 Thank you note from Staff for pay raise. Director Hatch shared a thank you note from a staff in gratitude for this years approved pay increase.

8. **Adjournment:** Gramlich moved that we adjourn. Clemens seconded. Motion carried. Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Marianne McMunn, Secretary