

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, June 28, 2022 7:00 p.m.

Members Present: Keef, Harris, Clemens, Weeks, Gramlich. Secretary McMunn was absent. Also present, Director Hatch and Mary VanDerworp to record the minutes.

1. **Call to Order:** President Keef called the meeting to order at 7:00.
2. **Consent Agenda:** Trustee Clemens moved to approve the Consent Agenda, Trustee Weeks seconded. Motion carried.
3. **Approval of Agenda:** Vice President Harris moved to approve the Agenda, Trustee Weeks seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1 Facility Improvements
 - 5.1.1 LED Lighting: Director Hatch reported that the LED lighting project is almost complete, with the exception of issues in a few areas that still require some attention. Those issues are being addressed by the contractor.
 - 5.1.2 Sidewalks/Parking Lot: Director Hatch has reached out to additional civil engineering firms but as of the meeting time had not received a response.
 - 5.1.3 Restroom Handicapped Assist openers: This project has been completed.
 - 5.1.4 Slow Door Closers: this matter is still pending
 - 5.1.5 Annual Report: Director Hatch stated that the annual report has been completed. A copy of the report was made available to the board members.
 - 5.2 Demonstration of myLIBRO App: Director Hatch gave a presentation of the features of the myLIBRO app which began as a curbside scheduling app. The app now includes access to additional library information, including circulation and programs.

5.3 Contract for Director: Director Hatch contacted the labor attorney at Foster Swift regarding language for a contract for the Director position but hasn't received a response yet.

6. **New Business:**

6.1. Audit for Fiscal Year 2021: the audit has been completed and it went well.

6.2. Closure for Staff Development Day: Request for closure of the library for Staff Development Day. The date has been set for August 26, 2022. The Milford Fire Department will give a presentation on the use of a defibrillator. Vice President Harris moved to close the library on August 22, 2022 for staff development, Trustee Gramlich seconded. Motion carried.

6.3. Email Migration: Migration to Google Workspace has begun.

Cloudasta, a Google certified partner, is handling the migration.

6.4. Personnel Policy Revisions: this matter was tabled until next month.

6.5. Library Board Facts About: Book and Materials Challenges: This information was shared with the Board of Trustees.

6.6. Staff Member Leave of Absence: Director Hatch reported that a member of the circulation staff has requested a leave of absence. The library has posted a part time opening for the circulation desk.

6.7. Open forum: None

7. **Communications**

7.1 Michigan Library Association, Statement of Principle – Guns in Libraries was shared with the Board of Trustees.

8. **Adjournment:** Trustee Weeks moved to adjourn, Vice President Harris seconded. Motion carried. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Donna Gramlich
Acting Secretary

Mary VanDerworp
Recording Secretary