

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, March 22, 2022 7:00 p.m.

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

1. **Call to Order:** Vice President Harris called the meeting to order at 7:00.
2. **Consent Agenda:** Trustee Gramlich moved to approve the Consent Agenda, Trustee Weeks seconded. Motion carried.
3. **Approval of Agenda:** Trustee Weeks moved to approve the Agenda, Trustee Gramlich seconded. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1. Reopening Status: Director Hatch reported that the library has basically reopened with the exception of some programs that might not yet be held in person. Additionally, some programs may have limited in person enrollment. All spaces/meeting rooms have been reopened with the exception of one room that is still being used for storage.
 - 5.2. Facility Improvements
 - 5.2.1. LED Lighting: Director Hatch has been in contact with the lowest bidder who will now double check estimate for accuracy with regard to the number of lights needed. Emergency lighting options were also discussed.
 - 5.2.2. Sidewalks/Parking Lot: Work on planning this will resume once LED work is completed.
 - 5.2.3. Restroom Handicapped Assist Doors: Director Hatch shared that estimates are coming in. Additional quotes regarding the electrical component are still needed. Trustee Clemens motioned to accept lowest bid, Second by Trustee Weeks. Motion carried.
 - 5.2.4. Slow Door Closers: Will be addressed once the lighting proposal has been completed.

6. New Business:

- 6.1. Annual Report: Tabled for now
 - 6.2. Policy 510 Playaway Launchpad Lending – this matter was tabled.
 - 6.3. Fold3 Subscription proposal was presented from Karin Boughey, Head of Adult Services. This would provide a complementary subscription to Ancestry.com. Motion by Trustee Weeks to add Fold3 to the Genealogy Collection. Seconded by Trustee Gramlich. Motion carried.
 - 6.4. Policy 511 – Chromebook Lending. The Library received 5 Chromebooks via grants. The Chromebooks are in the process of being set up for check out. Motion to approved Policy 511 by Trustee Clemens, seconded by Trustee Weeks. Motion carried
 - 6.5. Open Forum: Director Hatch shared that her office chair has broken and needs to be replaced. Library Design Associates is looking for a replacement. Possible repair options were discussed. Motion to approve purchase of a replacement chair (not to exceed \$1,600.00) made by Trustee Clemens, seconded by Trustee Gramlich. Motion carried
 - 6.6. Staff Member on Leave: Director Hatch updated the Board on status.
- 7. Communications:** New service population numbers have been received. The Library’s service population is now 17,090. The prior service population was reported at 15,271.
- 8. Adjournment:** Trustee Weeks moved to adjourn, Trustee Clemens seconded. Motion carried. Meeting adjourned at 7:35 p.m.

Respectfully submitted,

Donna Gramlich
Acting Secretary

Mary VanDerworp
Recording Secretary