

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday October 25, 2022 7:00 P.M.

Members Present: President Janet Keef, Vice President Barbara Harris, Secretary Marianne McMunn, Trustee Donna Gramlich and Trustee Kimberly Gutierrez. Trustee Megan Weeks 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 PM.
2. **Consent Agenda:** A motion to approve the Consent Agenda was made by Donna Gramlich 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 Marianne McMunn and seconded by Kimberly Gutierrez. 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 stated that the contractor, OHM, has completed an environmental study but has not yet presented a proposal.
 - 5.1.2 **Slow Door Closers:** This matter is still pending.
 - 5.2 **Contract for Director:** After discussing the matter with the Library Attorney, Director Hatch researched the terms of contracts for directors at similar libraries. The board has now requested that a proposed contract be drafted by the attorney
 - 5.3 **Memorial for Judy Clemens:** This matter was tabled until the next meeting.
6. **New Business:**
 - 6.1. **Health Benefits Renewal for 2023:** This year there is an increase of 4% in health insurance premiums. The budget allowed for a 10% increase. There is no increase in dental insurance premium. Director Hatch recommends a renewal of both of the current plans. A move to renew the existing insurance plans was made by Barbara Harris, and seconded by Marianne McMunn. All were in favor, the motion carried.
 - 6.2 **Treasurer for Board:** The Board Treasurer position is currently vacant. Donna Gramlich volunteered to fill the position
 - 6.3 **Giving Tree Proposal from Stephen Jackman, Adult Services Librarian:** Stephen Jackman, by way of a letter to the Board of Trustees, proposed that the library set up a holiday "Giving Tree" and invite employees and patrons to donate items for the needy this holiday season. Mr. Jackman contacted the staff at Community Sharing and learned that children's waterproof gloves and mittens

are always in high demand at the outreach center. The Library has an artificial tree in the storage room. Donated children's gloves and mittens could "decorate" the tree. The Board had no objection.

6.4 Website RFP: The Library website is in need of an update. The current design dates back to 2014. Director Hatch would like to issue the proposed RFP for website design and implementation. Director Hatch has also asked staff to share their ideas for the website. Kimberly Gutierrez suggested including a local company in the Request for Proposal. A motion was made by Kimberly Gutierrez for Director Hatch to issue a RFP, the motion was seconded by Marianne McMunn. All were in favor, the motion carried.

6.5 Attorney Review of General Policies: Director Hatch recently attended the MLA conference. Director Hatch reports that the conference stressed the importance of a review of library policies, especially with regard to patron behavior, materials selection and public participation at board meetings. Director Hatch suggested having the library attorney review the selected polities. President Keef confirmed that the attorney would only review selected policies, thereby keeping attorney fees as low as possible. Motion for Director Hatch to contact the attorney to review only the selected/stated policies was made by Donna Gramlich and seconded by Barbara Harris. All were in favor, the motion carried.

6.6 Open Forum: A welcome was extended to new Board Trustee Kimberly Gutierrez.

7. **Communications:** Director Hatch shared a very nice thank you note that was received from local resident Randall Busick.

8. **Adjournment:** A motion to adjourn was made by Barbara Harris and seconded by Donna Gramlich. All were in favor, the motion carried. There will not be a board meeting in the month of November. At 7:45 P.M. the meeting was adjourned. The next meeting is December 6, 2022 at 7:00 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

Mary VanDerworp
Recording Secretary