

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday April 25, 2023 7:00 P.M.

Members Present: President Janet Keef, Vice President Barbara Harris, Trustee Megan Weeks, and Trustee Kimberly Gutierrez. Absent were: Secretary Marianne McMunn and Trustee Donna Gramlich. 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 Agenda was made by Megan Weeks 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:** Alexander Bade of OHM Engineering appeared before the Board to present 5 options for proposed improvements to the parking lots and sidewalks. A motion to accept OHM Advisors' engineering proposal (Task 5.B) was made by Megan Weeks and seconded by Kimberly Gutierrez. All were in favor, the motion carried. A motion to move forward with the bidding process for option 4 was made by Megan Weeks and seconded by Barbara Harris. All were in favor, the motion carried
 - 5.1.2 **Slow Door Closers:** Director Hatch received a proposal for the installation of 9 slow door closers at a cost of \$2,976.00. A motion to approve \$2,976.00 for the installation of slow door closers was made by Barbara Harris and seconded by Megan Weeks. All were in favor, the motion carried.

5.2 Contract for Director: There are no updates at this time.

5.3 Memorial for Judy Clemens: A plaque will be engraved for the Judy Clemens Memorial to include her years of service as a Library Trustee (1986 – 2022).

6. New Business

6.1 Fund Balance Analysis: Director Hatch presented a summary of the library's fund balance, and suggested re-allocating a portion of the unassigned fund balance to Building Improvements. A motion to approve the fund balance assignments as presented was made by Kimberly Gutierrez and seconded by Megan Weeks. All were in favor, the motion carried.

6.2 Fire Alarm and Clock upgrades: Director Hatch proposed upgrading the library's fire alarm dialing system as well as the library's 5 clocks. The fire alarms would be upgraded to a cellular dialer, rather than the current traditional phone lines. The clocks would be upgraded to a wifi system, allowing the time to be changed via the internet, rather than by climbing ladders. A motion to upgrade the fire alarm and clock systems was made by Megan Weeks and seconded by Kimberly Gutierrez. All were in favor, the motion carried.

6.3 Sound System: The sound system in the Community Room can no longer be used. Director Hatch shared a proposal from Metro Detroit Integrated Systems for replacing the sound system. Following some discussion, the matter was tabled until more information can be provided by the vendor.

6.4 Board Vacancy: There is a vacancy on the Library Board following the resignation of Secretary Marianne McMunn. The vacancy will be posted for application beginning May 1, 2023.

6.5 Board Member Comments: Kimberly Gutierrez shall fill the role of Secretary.

7. Communications: None

8. Adjournment: A motion to adjourn was made by Kimberly Gutierrez and seconded by Barbara Harris. All were in favor, the motion carried. At 8:42 P.M. the meeting was adjourned to May 23, 2023 at 7:00 P.M.

Respectfully submitted,

Kimberly Gutierrez
Secretary

Mary VanDerworp
Recording Secretary