

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday January 10, 2023 7:00 P.M.

Members Present: President Janet Keef, Vice President Barbara Harris, Secretary Marianne McMunn, Trustee Megan Weeks, Trustee Donna Gramlich, and Trustee Kimberly Gutierrez. 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 Marianne McMunn. All were in favor, the motion carried.
3. **Approval of Agenda:** A motion to approve the Amended Agenda was made by Megan Weeks and seconded by Barbara Harris. 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:** Austin Downey of OHM Engineering appeared before the Board to clarify OHM's proposal for sidewalk and parking lot repairs and improvements. He offered an aerial photo of the Library property which highlighted the areas that will require attention. He also explained the expected timeline of the project. A motion to move forward with OHM's Pre-design project was made by Megan Weeks and seconded by Kimberly Gutierrez. All were in favor, the motion carried.
 - 5.1.2 **Slow Door Closers:** This matter is still pending.
 - 5.2 **Contract for Director:** Board President Janet Keef had discussions with the attorney regarding the proposed contract for the Library Director. The attorney mentioned the possibility of adding a clause regarding severance pay. The Board discussed various options ranging from zero severance pay to a severance package with varying amounts of pay, from 6 weeks to 3 months pay, or more. Megan Weeks suggested that the Board draft a policy regarding severance with an amount payable based on the Director's length of service to the Library. Director Hatch will attend the upcoming statewide director's meeting and will then inquire as to other Director's severance agreements.
 - 5.3 **Memorial for Judy Clemens:** Trustee Megan Weeks has been in contact with the chosen artist for a metal on wood piece of artwork to be displayed in memory of Trustee Judy Clemens. The board agreed on a design that would fit nicely in the library foyer. Some further input may be requested from the artist as to the framing of the piece as well as the size and colors. It was agreed that the piece should be in the price range of around \$400.00.

5.4 **Website Design RFP:** Five proposals were received, with the 3 highest being far in excess of the budget. The Library's website team reviewed the two remaining proposals and has unanimously recommended a company called "Revize". Director Hatch explained the reasoning behind the team's decision. Some standout benefits included 24/7 support, ADA compliance and Revize's experience in Library websites. Marianne McMunn moved to approve Revize as vendor of choice for re-design and implementation of a new website with a 5 year annual fee agreement. Megan weeks seconded, all were in favor, the motion carried.

6. **New Business:**

6.1. **Annual Meeting:**

6.1.1 **Election of Officers:** A motion to re-elect the existing officers was made by Donna Gramlich and seconded by Megan Weeks. All were in favor, the motion carried.

6.1.2 **Schedule of Meetings:** A motion to approved the schedule of Board meetings for 2023 was made by Marianne McMunn and seconded by Donna Gramlich. All were in favor, the motion carried.

6.1.3 **Closed Dates:** This matter has already been addressed and the dates have been set.

6.1.4 **Annual Report:** The report has not been prepared.

6.2 **Policy Revisions:** The Library Attorney has reviewed Policy 401 regarding Materials Selection and has suggested that this policy be merged with a revised version of policy 401.1 which covers patron's complaints/concerns over library material. Megan Weeks moved to approve Policy 401 and revised Form 401.1, and further revoke prior policy 401.1. Donna Gramlich seconded the motion, all were in favor, the motion carried.

6.3 **Sensource Visitor Count Proposal:** Director Hatch explained the need for an accurate visitor count system in maintaining library statistics. Director Hatch recommends that the Board consider installing the SenSource system. Installation would be provided by Microtech and the cost deducted from the Library's support contract. Marianne McMunn moved to approve the purchase of SenSource equipment and annual reporting system with installation to be provided by Microtech Systems. Donna Gramlich seconded the motion. All were in favor, motion carried.

6.4 **WiFi Access Point:** It has been determined that the library does not have sufficient WiFi range in the north parking lot. TLN has provided a quote to add an outdoor Wi-Fi access point to increase access outside the building. Barbara Harris moved to approve the TLN quote for outdoor rated access point, including antenna, 3-year license and installation by TLN staff. Megan Weeks seconded the motion. All were in favor, the motion carried.

6.5 **Open Forum:** Donna Gramlich shared a newspaper clipping from Houghton MI that showed the expanded services being offered by the Houghton Library, including items such as cake pans and power tools.

Director Hatch requested a salary differential to allow for an increased hourly rate of pay for a certain library employee who will be taking on additional tasks in the event that another library employee might miss work due to upcoming medical treatment. A motion to approve the salary differential was made by Megan Weeks and seconded by Kimberly Gutierrez. All were in favor. The motion carried.

7. **Communications:** None

8. **Adjournment:** A motion to adjourn was made by Barbara Harris and seconded by Megan Weeks. All were in favor, the motion carried. At 9:04 P.M. the meeting was adjourned to February 28, 2023 at 7:00 p.m.

Respectfully submitted,

Marianne McMunn
Secretary

Mary VanDerworp
Recording Secretary