

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday May 23, 2023 7:00 P.M.**

**Members Present:** President Janet Keef, Vice-President Barbara Harris, Treasurer Donna Gramlich, Acting Secretary 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:** 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 Agenda was made by Barbara Harris and seconded by Donna Gramlich. 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:** OHM is working on the project's scheduling as well as preparing documents that will be submitted to the library attorney for review.

**5.2. Contract for Director:** Director Hatch shared updated language for the Board to consider in the proposed contract.

**5.3 Memorial for Judy Clemens:** The plaque has been scheduled for engraving.

**5.4 Community Room Sound System Upgrades:** Director Hatch explained the two proposals made by Metro Detroit Integrated Systems. A motion to approve Option 2, at a cost of \$8,785.60 and improve the sound and video system for the Community Room was made by Barbara Harris and seconded by Donna Gramlich. All were in favor, the motion carried.

**6. New Business**

**6.1 Board Vacancy:** After some discussion by the Board, a motion to approve the appointment of Jill Mondrush to fill the vacancy on the Library Board was

made by Kimberly Gutierrez and seconded by Barbara Harris. All were in favor, the motion carried.

**6.2 Request to Close Friday, October 13 for Staff Development Day:** Director Hatch made a request to close the library on October 13, 2023 for Staff Development Day. A motion was made by Barbara Harris to close on October 13, 2023 for staff development. The motion was seconded by Kimberly Gutierrez. All were in favor, the motion carried.

**6.3 February 2024 Election Date and Board Meeting:** The February 2024 election will be held on the same date as the Library Board meeting. Since the library is a polling station, the potential for spacial conflict and possible need to change the date of the board meeting was discussed, however, a decision on the matter was tabled.

**6.4 Property Insurance Renewal:** The property and liability insurance policy is up for renewal. Director Hatch made a recommendation to approve the policy as is and consider adding Non-Monetary Suit Defense Costs. A motion was made by Kimberly Gutierrez to renew the policy as is and add Non-Monetary Suit Defense Costs. The motion was seconded by Donna Gramlich. All were in favor, the motion carried.

**6.5 Public Feminine Hygiene Supply Service (Funded by Friends):** Director Hatch made the board aware of this new service, which is being funded by Friends and overseen by the Adult Services Department.

**6.6 Board Member Comments:** None

**7. Communications:** None

**8. Adjournment:** A motion to adjourn was made by Donna Gramlich and seconded by Barbara Harris. All were in favor, the motion carried. At 7:57 the meeting was adjourned to Tuesday June 27, 2023 at 7:00 PM.

Respectfully submitted,

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Kimberly Gutierrez  
Secretary

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Mary VanDerworp  
Recording Secretary