

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, February 28, 2023 7:00 P.M.

Members Present: Vice President Barbara Harris, Secretary Marianne McMunn, Trustee Mega Weeks, Trustee Donna Gramlich, and Trustee Kimberly Gutierrez. President Keef was absent. Also present, Library Director Tina Hatch.

1. **Call to Order:** Vice President Barbara Harris called the meeting to order at 7:00 p.m.
2. **Consent Agenda:** Megan Weeks moved to approve the Consent Agenda, seconded by Donna Gramlich. All were in favor. Motion carried.
3. **Approval of Agenda:** Donna Gramlich moved to approve the Agenda, seconded by Megan Weeks. All were in favor. Motion carried.
4. **Call to the Public:** None.
5. **Unfinished Business:**
 - 5.1 **Facility Improvements Update**
 - 5.1.1 **Sidewalks/Parking Lot.** Director Hatch had Zoom meeting with OHM. They have almost completed the first part of the work agreed upon and will advise as to next decision point. They will be presenting options for each project related to the sidewalks and parking lots. We may need to schedule a special meeting to review this.
 - 5.1.2 **Slow Door Closers.** Director Hatch will contact LaForce for closers.
 - 5.2 **Contract for Director:** Board reviewed 2 examples that Director Hatch received upon request. Discussion about next steps and ideas for progression of severance pay. Tina will work with these and present at the next meeting.
 - 5.3 **Memorial for Judy Clemens:** Art piece commissioned by the Library Board of Trustees is complete per Megan Weeks' leadership. All Board members expressed their pleasure at the end result and Director Hatch will research a plaque.
6. **New Business:**
 - 6.1 **Annual Report:** is not complete.
 - 6.2 **Budget Adjustment #3 of 2022:** Presented by Director Hatch. Megan Weeks made a motion to "Accept Budget Adjustment #3 of 2022." Donna Gramlich seconded, all were in favor, and the motion carried.
 - 6.3 **Budget Adjustment #1 of 2023:** Presented by Director Hatch. Donna Gramlich made a motion to "Accept Budget Adjustment #1 of 2023." Kim Gutierrez seconded the motion, all were in favor and motion carried.

6.4 Policy 207.1 Emergency Closings: The Board reviewed Policy 207.1 revisions presented by Director Hatch. Megan Weeks made a motion to “accept Policy 207.1 as amended.” The motion was seconded by Donna Gramlich, all were in favor, and the motion carried.

6.5 Policy 425 Public Computer Usage: Revisions to this policy were discussed as presented by Director Hatch. Megan Weeks moved to “accept Policy 425 as amended.” The motion was seconded by Kim Gutierrez. The motion carried.

6.6 Staff Mass Texting Service: Director Hatch presented options for mass texting services that would improve quick communication with staff in situations such as emergency closings. She is currently requesting demonstrations from providers. Donna Gramlich made a motion that, “Director Hatch proceed with texting service best suited to the Library Staff’s needs, not to exceed \$500 per year.” Motion was seconded by Marianne McMunn. All approved and the motion was carried.

6.7 Consider move to Assurity for Voluntary Benefits: Director Hatch reported that she is doing research in this regard and will bring information at a later date.

6.8 Open Forum: Preview of new Milford Public Library Website. Consensus that it is visually pleasing and easy to understand and access options.

7. Communications:

7.1 Foster Swift Court of Appeals Ruling January 27, 2023: This communication was in regard to minimum wage requirements. Discussed among Board members. No action necessary.

8. Adjournment: Marianne McMunn moved to adjourn the meeting. Seconded by Kim Gutierrez and motion carried. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Marianne McMunn
Secretary