

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday October 24, 2023 7:00 P.M.

Members Present: President Janet Keef, Vice-President Barbara Harris, Treasurer Donna Gramlich, Acting Secretary Kimberly Gutierrez, Trustee Jill Mondrush. 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: The Meeting was called to order at 7:00 PM by Janet Keef.

2. Consent Agenda: A motion to approve the Consent Agenda was made by Donna Gramlich and seconded by Kimberly Gutierrez. All were in favor, the motion carried.

3. Approval of Amended Agenda: A motion to approve the amended agenda was made by Donna Gramlich and seconded by Jill Mondrush. 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 (Progress Report): There are two remaining items that need to be completed, and those will be completed in the spring. OHM will make payment in full to these contractors once the items have been completed satisfactorily.

5.2. Contract for Director: The fully revised contract/Employment Agreement was presented to the Board. Barbara Harris moved to approve the Director's Employment Agreement, Donna Gramlich seconded the motion. All were in favor, the motion carried.

5.3 Policy Revisions

5.3.1 Policy 403 Patrons: The revised policy, which provides clarity in the responsibility of Patrons was presented to the Board. Barbara Harris motioned to accept Policy 403. The motion was seconded by Kimberly Gutierrez. All were in favor, the motion carried.

5.3.2 Policy 500 Eligibility for Library Cards: This revised policy, which clarifies and updates eligibility for library cards was presented to the Board. A motion to approve Policy 500 was made by Kimberly Gutierrez and seconded by Barbara Harris. All were in favor, the motion carried.

6. New Business

6.1 Health Benefits Renewal: Renewal information for employee's health and dental insurance was presented to the Board. The renewal figures are below the amount budgeted for 2024. A motion to approve the renewal of Simply Blue PPO plan, with a \$1,600 deductible and staff option to contribute to a Health Savings Account (HAS) through payroll deductions as well as the Delta Dental plan was made by Donna Gramlich and seconded by Jill Mondrush. All were in favor, the motion carried.

6.2 Policy Revisions

6.2.1 Policy 800 Purchasing: This revision was made based on purchase authority of other libraries of similar size to Milford, as well as updates that were made to reflect current operations. A motion to approve Policy 800 revisions was made by Barbara Harris and seconded by Donna Gramlich. All were in favor, the motion carried.

6.2.2 Policy 431 Volunteers: Policy 431 has been updated to reflect State labor laws, which do not permit volunteers under the age of 14. In addition, the laws require all youth volunteers to have work permits. A motion to approve Policy 431 revisions was made by Kimberly Gutierrez and seconded by Donna Gramlich. All were in favor, the motion carried.

6.3 Copier Replacement: A quote to replace two of the library's aging copiers has been obtained from the current vendor, Applied Innovation. The benefits of having updated copiers were discussed, as was the projected savings in maintenance costs. Barbara Harris motioned to approve waiving purchasing policy to purchase 2 Ricoh MPC3510 Multi-Functional Devices at MITN bid pricing for 2024 at a total cost of \$14,915.82. The motion was seconded by Donna Gramlich. All were in favor, the motion carried.

6.4 Board Member Comments: Jill Mondrush applauded the Youth Department's "Paws for Reading" program. The program was very well received.

7. Communications: None.

8. Adjournment: A motion to adjourn was made by Donna Gramlich and seconded by Barbara Harris. All were in favor. At 7:57 PM the meeting was adjourned to November 28, 2023 at 7:00 PM.

Respectfully Submitted,

Kimberly Gutierrez
Acting Secretary

Mary VanDerworp
Recording Secretary