

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday September 26, 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 Agenda:** A motion to approve the agenda was made by Kimberly Gutierrez 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 (Progress Report):** A progress meeting was held on September 26, 2023. The north parking lot will reopen once the lines have been painted. The entire project is still on schedule for an October 15, 2023 completion.
 - 5.2. Contract for Director:** The final language update will be completed by the October or November 2023 meeting.
- 6. New Business**
 - 6.1 Security Assessment and Action Plan:** The Security Assessment and Emergency Action plan, which was drafted by A-Train Tactical, was presented to the Board. Barbara Harris voted to accept the Security Assessment and Recommendations Report and approve the Emergency Action Plan. Donna Gramlich seconded the motion. All were in favor, the motion carried.

6.2 Policy Revisions

6.2.1 Policy 403 Patrons: The matter was tabled for updates.

6.2.2 Policy 500 Eligibility for Library Cards: The matter was tabled for updates.

6.3 Board Member Comments: None

7. Communications: None

8. Adjournment: A motion to adjourn was made by Donna Gramlich and seconded by Kimberly Gutierrez. All were in favor. At 7:40 PM the meeting was adjourned to October 24, 2023 at 7:00 PM.

Respectfully Submitted,

Kimberly Gutierrez
Acting Secretary

Mary VanDerworp
Recording Secretary