

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, December 3, 2019 7:00 p.m.

Members Present: Keef, Harris, Clemens, McMunn, Weeks and Gramlich. Also present, Director Hatch and Jeanne Brown to record the minutes.

1. **Call to Order:** President Keef called the meeting to order at 6:58.
2. **Consent Agenda:** Harris moved to approve the Consent Agenda, McMunn seconded. Motion carried.
3. **Approval of Agenda:** Harris moved to approve the Agenda, Gramlich seconded. Motion carried.
4. **Call to the Public:** Christian Wuerth – Village Manager
5. **Unfinished Business:**
 - 5.1. Wish List Items/Local Community Stabilizations Act funding: Director Hatch provided a memo with updates including the prioritization from staff and the top 5 selections from both groups. Director Hatch also explained the electronic sign should be removed from the list due to local ordinance. Discussion regarding remaining items. Tina will check on time and costs for lounge chair recovering. Gramlich moved to approve purchase of material return carts (2), Harris seconded. Motion carried.
 - 5.2. Millage Renewal 2020: Director Hatch provided millage language. Discussion regarding language, campaign committee and information to be provided. Clemens moved to accept millage language as presented, Weeks seconded. Motion carried.
 - 5.3. Village of Milford, Request for Easement (Peters Road Construction): Christian Wuerth explained Peters road project, and answered questions. Discussion regarding the project. Weeks moved to approve Easement request contingent on agreement between Library and Village regarding snow removal on sidewalk, Commerce frontage between Peters and Family Drive (Tina will approve), McMunn seconded. Motion carried.
6. **New Business:**
 - 6.1. Waste Disposal Services Bids: Director Hatch provided a memo including bids and a recommendation. Harris moved to award bid to GFL with 60 month contract, Gramlich seconded. Motion carried.
 - 6.2. Water Softener Major Repair or Replacement: Director Hatch provided a memo with quotes and explanation regarding water softener. Gramlich moved to approve water softener replacement through Culligan Water Conditioning, Harris seconded. Motion carried.

- 6.3. Budget Adjustment #7 of 2019: Director Hatch provided Budget adjustment #7 and explained changes. Weeks moved to approve budget adjustment #7 as presented, Clemens seconded. Motion carried.
- 6.4. Director's Authority for Year End Budget Adjustments: McMunn moved to provide Tina the authority to make necessary year end budget adjustments, Harris seconded. Motion carried.
- 6.5. Teen board Game Collection Proposal: Director Hatch shared a proposal from Youth/Teen Department for creation of a board game collection. Clemens moved to approve proposal as presented, Harris seconded. Motion carried
- 6.6. Donation to Repair One Lounge Chair: Director Hatch provided a memo regarding a donation for repair or replacement of one lounge chair. Board agreed to accept donation. Director Hatch will send note of thanks.
- 6.7. Emergency Action Plan to Appoint an Acting Director: Director Hatch provided a memo and a proposed Emergency Action Plan to Appoint an Acting Director. Director Hatch provided additional information and explanations. Clemens move to approve Emergency Action Plan, Gramlich seconded. Motion carried.
- 6.8. MLA Leadership Academy Proposal: Director Hatch shared a proposal from Karen Dobson, Head of Youth and Teen Services, requesting approval to attend Leadership Academy conferences. Director Hatch provided some additional information. Discussion regarding request. Weeks moved to approve proposal as presented, Harris seconded. Motion carried.
- 6.9. Open Forum: None

7. Communications:

- 7.1. Stephen Jackman, Adult Services Librarian, Workshop report: Director Hatch shared report as presented.

8. Adjournment: Weeks moved to adjourn, Gramlich seconded. Motion carried.
Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Marianne McMunn
Secretary