

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, May 26, 2020 7:00 p.m.
Via Zoom

Members Present: Keef, Harris, Clemens, Weeks, McMunn 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 7:00.
2. **Consent Agenda:** Clemens moved to approve the Consent Agenda, Harris seconded. Harris – yes, Weeks – yes, Clemens – yes, McMunn – yes, Gramlich – yes. Motion carried.
3. **Approval of Agenda:** Weeks moved to approve the Agenda, as presented, Harris seconded. Harris – yes, Weeks – yes, Clemens – yes, McMunn – yes, Gramlich – yes. Motion carried.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1. Millage Renewal 2020: Director Hatch mentioned due to regulations during Covid19, a “yes” committee cannot be formed, nor can any responsibilities of the committee be completed. Director Hatch shared informational facts are being provided via the Library website and social media regarding the Millage Renewal. Director Hatch also mentioned the Library Newsletter will be mailed in late June to all households, which will include information regarding the Millage renewal. There are also plans in place to send a targeted email to all cardholders 18 and over, and mailing of a post card reminder with factual information.
6. **New Business:**
 - 6.1. Budget Adjustment #1 2020: Director Hatch explained adjustments. Clemens moved to approve budget adjustment #1 of 2020, Gramlich seconded. Harris – yes, Weeks – yes, Clemens – yes, McMunn – yes, Gramlich – yes. Motion carried.
 - 6.2. Grant Awarded: Director Hatch shared Karen Dobson had submitted a grant request and it has been awarded. Director Hatch further

explained the award and how it will benefit library patrons, and staff involvement.

- 6.3.State Aid and Penal Fines: Director Hatch shared an expectation of reduced income due to Covid19, less travel – lower Penal fines, and State Aid funding directed toward other State programs.
- 6.4.ReOpening Plan: Director Hatch shared a ReOpening plan, which is similar to other libraries. Director Hatch explained details of plan and mentioned plans must be flexible, to accommodate the safety of library staff and patrons. Additionally Director Hatch explained there will be an attachments to the plan which will be policies. The attorney is working on policies, for ReOpening, Director Authorization (to make necessary adjustments), and Pandemic Response, all of which require board approval. Director Hatch also shared she is working on a grid format of the plan. Further discussion regarding progress of obtaining items on the ReOpening plan.
- 6.5.Building Insurance Renewal: Director shared the building insurance is up for renewal in June, however hasn't yet received the renewal. Director Hatch mentioned a brief meeting will be necessary prior to the regular June board meeting to approve the renewal.
- 6.6.Open Forum: Discussion regarding book return opening.

7. Communications:

- 7.1.Foster Swift, February 2020, Increased Rate: Director Hatch shared a letter from Foster Swift detailing a rate increase. McMunn moved to approve Foster Swift request for rate increase from \$190.00 to \$210.00 per hour, Harris seconded. Harris – yes, Weeks – yes, Clemens – yes, McMunn – yes, Gramlich – yes. Motion carried.

8. **Adjournment:** Gramlich moved to adjourn, Weeks seconded. Harris – yes, Weeks – yes, Clemens – yes, McMunn – yes, Gramlich – yes. Motion carried. Meeting adjourned at 7:37 p.m.

Respectfully submitted,

Marianne McMunn
Secretary