

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

October 23, 2023

The Milford Public Library Board of Directors met with board members present: Clay Brooks, Dee Kinney, Katy Stoller, Mindy Brooks, and Sally Cline. Oscar Hernandez and Carolyn Zimmerman were absent.

Katy Stoller was sworn in for a new term on the board, appointed by the Wawasee school board.

After reviewing the minutes of the September board meeting and budget hearing, Dee made a motion to accept the minutes as presented, Katy 2nd the motion, it was passed.

The September Financial Report was reviewed by the board. Katy made a motion to accept the report, Sally 2nd the motion, it was passed.

LIBRARIANS REPORT –

- Open 230 days, 141 new patron cards
- No volunteers in September.
- Kristina has been doing Stories to go at New Beginnings
- There have been ongoing problems with the courier service, switching back to the old service provider. Interlibrary loans have been put on hold until they are caught up. Expect to have the backlog cleared by the end of this month.
- Jenny has been doing story time
- Mini masterpieces, over 100 were ordered, 58 people participated. Cindy Cox was the first place adult winner, Abigail Anderson (teen) was the 2nd place winner, and Felicia Mottern (adult) was 3rd place, Lilly Thompson (child) was 4th place.
- Joe installed the new public printer upstairs, and brought new owner, Ed Collins, and tech guy, Jake, from the company that bought Joe's business.
- October is Socktober. Asking for sock donations for local food pantries and Milford School. Over 200 pairs have been collected so far.
- Julie attended an LSC meeting in Albion
- Keith is new director from North Webster, Julie met with him to discuss new program for those who visit community libraries from other towns in the Evergreen network. Milford to have a few cards to give out from Syracuse and North Webster and vice versa. Board will review and vote.
- Kosciusko community foundation got a donation from the Beer family for maintenance of the Beer Garden. They are going to cut a check to the Library the amount donated (\$500) so we can apply to the correct account to pay for the maintenance.
- Gave out 67 fall packets of 100 available.
- Friends are going to represent the library at the community trunk or treat on the 31st.
- Cooking with an air fryer nutrition program is coming up.
- September circulation was 4,437. Our circ total at the end of September was 44,194, 432 ahead of 2022 circ.
- Operating income was \$7,779.57

- There will be a staff in service on Nov. 14th, with the library closing at 4:00.
- Maintenance of the web site and Facebook page has been an issue. Need a master account to administer the Facebook account so there is always access to it for changes. Mindy will help with getting access to it so it is not tied to a specific person.

COMMITTEE REPORTS

- Personnel –
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman
- Facilities –
 - Clay Brooks
 - Carolyn Zimmerman
 - Sally Cline
 - Dee Kinney
- Computers – Joe is set to retire at the end of 2023.
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks
- Finance –
 - Clay Brooks
 - Katy Stoller
 - Oscar Hernandez
 - Mindy Brooks

OLD BUSINESS


- Estimate for railing repairs – we have two quotes, the board decided to accept the proposal from J & J Handyman to do the work.
- Katy's paperwork for term renewal from School Board is complete.
- Clay distributed a list of capital projects with estimated amounts to the board. These are items for major gift planning as well as projects that the Friends of the Library may help with. The list includes targeted start and completion dates, action items and potential community partners and other notes. Clay will maintain the list for now. If we decide to hire a grant writer for specific projects, it will come from the professional services budget, so would need to be planned.
- Katy has a contact who had grant writing and library experience that she can contact to get an estimate from and see if she has capacity to help us. Katy will find out her rates for an estimate. She has some experience in finding grants as well from working with the Milford Food Bank.
- Seely Estate Project – ~ \$22-23,000 determining best use of funds – will discuss in Capital projects agenda.

- Next month - determine priorities for the capital projects list to move forward with and identify the resources needed.
- Copier lease is \$85.55 for 63 months, total of \$5,390 and would own at the end. Purchase price is \$4,378 with the same service agreement. Service is \$39/month for both options. Dee made a motion that we purchase the copier for \$4,378.33, Dee 2nd the motion, it was passed unanimously.

Kathy

NEW BUSINESS

- The 2024 Budget was presented and adopted. The board members present voted to adopt the budget amounts and signed Form #4.
- The 2024 salary resolution was reviewed from the recommendation from the personnel committee and previous board meetings. Board members present signed the salary resolution to adopt it.
- The 3rd quarter PLAC report was signed by President Clay Brooks
- A check for \$10 for 3rd quarter Evergreen fines collected for other libraries was cut.
- The board agreed to try the proposed plan for those who visit community libraries from other towns in the Evergreen network. Milford to have a few cards to give out from Syracuse and North Webster and vice versa within the Wawasee School Corporation. Dee made a motion to accept the 10 library cards from the other Wawasee School Corporation libraries. Sally 2nd the motion, it was passed.
- There were no pending appeals to review.
- A donation of \$20 in memory of Larry Haney was made to the MPL Endowment Fund. The Thank you note was shared.
- A thank you note was also sent to Fred Hoerr for the Beer family donation to maintenance of the Beer Garden.
- The picnic tables will be left outside for this winter and evaluated in the spring.
- Dee made a motion to pay the bills, Mindy 2nd and the motion and it was passed.
- Mindy made a motion to adjourn the meeting, Sally 2nd and the motion was passed.

 11/20/23