

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

October 17, 2022

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

After reviewing the minutes of the September board meeting, Katy made a motion to accept the minutes, Sally 2nd the motion, it was passed.

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

LIBRARIANS REPORT –

- The library was open 229 days in 2022—113 new patron cards issued this year.
- There was one volunteer who worked 2.5 hours in September.
- Emilia took Stories-to-Go to New Beginnings on Sept. 20 with 20 children and 4 adults attending.
- Julie watched an AVC webinar, “Recent Federal Government Cybersecurity Recommendation,” on Sept. 21. Talked about multifactor authorization for all remote access, patch management, zero trust and more.
- Didn’t have the internet all day on the 23rd. Called MediaCOM. They finally came and installed a new modem but said we would need to have our IT person get it connected to the internet. Joe said he would come on the 26th
- Emilia took STG to New Beginnings on the 27th. She had 10 children and 4 adults attending.
- Maureen C. did Story Time on the 28th. She had 5 children and 5 adults in the morning and 2 children and 3 adults in the afternoon.
- Friends met for their regular monthly meeting with 7 attending. They gave us \$75 for regular size candy bars for Trick-or-Treat and \$976.51 for the new computer table and stools we purchased for the Children’s department. They already had given us \$500 for the Nancy Drew program that never came to be, so with that, we have enough to pay for the new table and stools, \$1476.51.
- Joe is bringing four laptops for the children’s department on Oct. 19th
- Emilia turned in her letter of resignation, her last day is Oct. 25. She has found having two jobs and going to school for her Masters in Library and Information Sciences to be too much.
- Maureen called some irrigation systems for estimates to winterize. She called 4 landscaping companies for estimates of spring, mid-season and a fall visit/clean up estimates.
- Anna’s last day was Oct. 7th.
- Dean Cousins is going to donate the Milford Railroad Station sign to the library and we are figuring out where to hang it and how. Dean is also making a tabletop for a Christmas Train he is donating to the library. We will be able to set it on the top of one of the new adult fiction displays and have a round train track underneath our Christmas tree.
- We need donations of full-size candy bars for Halloween.

- Libraries Serving Communities is offering a Staff Training Day on Nov. 4th from 9:30am to 4:00pm. It's at the Kendallville Learning Center. We would only be billed \$15 for each staff member's lunch. This would meet our requirement for training for this year. We would need to be closed all day that day in order to attend. From 10am until noon will be Active Shooter Training. An hour for lunch and from 1-4pm First Amendment Audits and Dealing with Difficult People. We would earn 5 LEUs for the day.
- Milford Public Library staff member Maureen Haab was the recipient of the 2022 "The Difference Is You" award through in the Indiana State Library.

COMMITTEE REPORTS

- Personnel –
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman
- Facilities –
 - Clay Brooks
 - Carolyn Zimmerman
 - Sally Cline
 - Dee Kinney
- Computers –
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks
- Finance –
 - Clay Brooks
 - Katy Stoller
 - Oscar Hernandez
 - Mindy Brooks

OLD BUSINESS

- The donated picnic tables from Polywood were picked up by Clay. A motion was made by Carolyn for him to store them in his barn over the winter and assemble and install in the spring in 2023. Oscar 2nd the motion and it was passed.
- A+ painting is working to finish the project

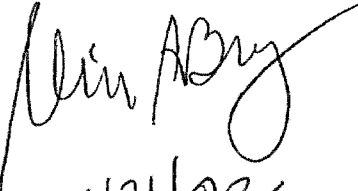
- Mileage reimbursement rates were reviewed. The library's is currently \$0.45, the state rate is \$0.49 and the federal rate is \$0.625. Carolyn made a motion to revise the mileage reimbursement rate to \$0.53 per mile. Oscar 2nd the motion and it was passed.

NEW BUSINESS

- The 2023 budget was reviewed. Katy made a motion to adopt the budget as presented. Carolyn 2nd and the motion was passed. All board members present signed Form 4.
- The 2023 Salary Resolution was reviewed. Carolyn made a motion to adopt the resolution, Sally, 2nd and the motion was passed.
- Letters of resignation were reviewed
- FSS technologies estimate for security system replacement was reviewed. Julie to contact Cottage Watchman to review systems and provide additional quote.
- Estimates for landscaping were reviewed – decided to hire a company in February for spring.
- The 3rd quarter PLAC report was signed.
- No Evergreen fines were collected for the 3rd quarter
- The library will close on November 4 to send 5 staff members for training. The library will cover their meal cost. Katy made a motion to accept, Carolyn 2nd, the motion was passed.

Carolyn made a motion to pay the bills, Oscar 2nd, the motion was approved.

Carolyn made a motion to adjourn the meeting, it was 2nd by Sally and was passed.


11/21/22