

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

March 21, 2022

The Milford Public Library Board of Directors met with board members present: Clay Brooks, Oscar Hernandez, Katy Stoller, Carolyn Zimmerman, Mindy Brooks, Dee Kinney and Sally Cline. Library Director, Julie Frew, was also present for the meeting.

New board member Oscar Hernandez was sworn in. He is replacing Tina Ervin, who moved out of the area.

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

The February Financial Report was reviewed by the board. Katie made a motion to accept the report, Carolyn 2nd the motion, it was passed.

LIBRARIANS REPORT –

- We were open 47 days in 2022 with 22 new patron cards issued.
- The adult department had 0 volunteers in February for a total of 0 hours.
- Trisha trained Maria on virtual story time
- Documents were uploaded into Gateway
- The annual debt report was loaded.
- Radios for alarm are being replaced for \$399
- 10 participated in February lego challenge
- Transition from Overdrive in process, has been a mess. Data taking days to transfer. Julie did webinar for training
- ARPA Grant Interim report to State Library was sent via email.
- Joe installed two new computers, Maureen workstation and adult circulation
- Grant funds were very close, difference of roughly \$100.
- Spring story time to start in April
- Michigan mysteries program had only 4 staff watch. \$195 for 1 hour program
- Almost to end of Adult reading club
- 2 interviews scheduled for March 23
- Pre-Budget meeting scheduled for March 25
- National Library week is April 3-9
- 3,791 materials were checked out in February.

COMMITTEE REPORTS

- Personnel – 2 openings being advertised and putting on Facebook and web site. Doing a video to show benefits.

- Facilities – Hole in soffit – 2 bids have been received. Outside painting and front step railings on list for 2022.
- Computers –New server this year \$6-10k estimate
- Finance –

OLD BUSINESS

- 2022 Committees – A motion was made to accept the following by Carolyn Zimmerman and 2nd by Sally. The motion was passed.
 - Personnel
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman
 - Facilities
 - Clay Brooks
 - Carolyn Zimmerman
 - Sally Cline
 - Dee Kinney
 - Computer
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks
 - Finance
 - Clay Brooks
 - Katy Stoller
 - Oscar Hernandez
 - Mindy Brooks
- FSS Technologies radio replacements for security system are being scheduled for installation.

NEW BUSINESS

- Money from Kosciusko County Community Foundation for 2022 from endowment fund. \$3,742, and \$788, total of \$4,530. Mindy made a motion to move the funds to the General Gift Fund to be used to supplement Summer Reading Club as needed. The remaining balance will be reviewed after summer reading club is completed. Carolyn 2nd, the motion was passed.
- Hope to complete ARPA grant by end of April and submit reimbursement request by May 15. Julie is keeping a record of everything spent and taking picture of the before and after states.
- Need to disassemble old furniture and find place to store. Will have to determine how to dispose of furniture. Donate to Friends of the Library.

- SRC request letters were mailed March 10, budgeted \$3,000 for programming, requesting giveaways and donations toward gifts. Will have some programming at the library and some virtual.
- Pre-Budget meeting with Judy Robertson on March 25.

Dee made a motion to pay the bills, Mindy 2nd. The motion passed.

Dee made a motion to adjourn the meeting at 5:47 pm, it was 2nd by Carolyn and was passed.

Mindy 4/18/22