

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

September 18, 2023

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

The public hearing for the 2024 budget and September board meeting were opened at 5:00. Mindy made a motion to close the budget hearing at 5:30pm. Carolyn 2nd. The motion was passed unanimously.

After reviewing the minutes of the August board meeting, Carolyn made a motion to accept the amended minutes with attendee corrections, Dee 2nd the motion, it was passed.

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

LIBRARIANS REPORT –

- Open 205 days, 129 new patron cards
- No volunteers in August.
- Bills Heating was called to fix drinking fountains. They had to order a part.
- SRP digital – 139 hits, paid \$267.
- September is library card signup month – mini masterpiece contest all month. Masterpieces will be on display next week for voting on favorite
- Rummage sale for the Friends went really well. The furniture from the children’s department was sold, along with the computers.
- The new courier service was cancelled due to poor performance. No pickups with new service yet.
- Two people were hired. One started Sept.5 and the other, Sept. 13th.
- Got a letter of resignation from Maria this morning.
- Fall activity packets for the week of fall break will be available
- Circulation was 4,660. 28% of service area has a library card.

COMMITTEE REPORTS

- Personnel –
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman

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- 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

- The dead tree at the front of the library was removed.
- Estimate for railing repairs – we have two quotes
- Waiting for Katy's paperwork for term renewal from School Board.
- Seely Estate Project – determining best use of funds – will discuss in Capital projects agenda
- Donation button on library web site – on hold for now

NEW BUSINESS

- Submitted form #3 in Gateway on August 25.
- List of projects the Friends of the Library can help with or for large donations received. Goals for both Friends group and board to work toward.
 - Capital improvement projects list created, start getting pricing estimates and set goal dates for each item. Clay will build spreadsheet to track these.
 - Elevator – eventually
 - Lighting – updates to more modern with standard bulb sizing. There are currently around 15 different types of fixtures. Outside pole light is broken. Need something that staff can change rather than calling an electrician every time. Seek grant for replacement.
 - Upstairs office space redesign – some from Seely fund
 - Copier/printer (Bluetooth printing is a problem)
 - Front railing – have 2 quotes
 - Children's department furniture and floor seating
 - Landscaping maintenance
 - Downstairs painting, maybe children's carpet
 - Outside benches
 - Professional web development – easy for staff to maintain
- Info on Globe Life insurance from Thomas Durfee was discussed, no action was taken

- Copier Lease agreement was presented to compare with purchase proposal. The information was unclear, so Julie will request more information so the board can make a decision.
- Clay discussed conversation with Doug Hoerr regarding the landscape project.
 - Thank you note – Julie sent – he says he did not receive. Julie sent to his business.
 - Maintenance payments for 20 years – Doug says he has paid for this. We have records showing otherwise.
 - Donation button on web site. Clay explained other options of sending a check, donating through the Kosciusko County Community Foundation.
 - Will donate only for maintenance, not snow removal, mowing, tree removal, etc. The library has always paid for this.
 - Julie let them know that we would not be able to pay for maintenance as it was quoted. She has email records of this.
 - Our water bill has gone up substantially due to the additional watering required to maintain the landscape.
 - Doug offered to train WLM on how to maintain his design – the schedule is TBD.
 - Clay will provide information to Doug on how a maintenance estimate that meets Doug's expectations. Along with how the family can donate through check or the community foundation to the maintenance of the landscape.
- Julie's health insurance policy has been cancelled. She is now using Medicare.
- Dee made a motion to pay the bills, Mindy 2nd and the motion and it was passed.
- Dee made a motion to adjourn the meeting, Carolyn 2nd and the motion was passed.

Mindy Asby
10/23/23