

MILFORD PUBLIC LIBRARY BOARD MEETING

January 18, 2021

The Milford Public Library Board of Directors met with board members present: Clay Brooks, Tina Ervin, Katy Stoller, Mindy Brooks. Dee Kinney and Caroline Zimmerman. Sally Cline was absent.

After reviewing the minutes of the December board meetings, Dee made a motion to accept the minutes, Caroline 2nd the motion, it was passed.

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

LIBRARIANS REPORT –

- We were open 230 days in 2020 with 80 new patron cards issued.
- The adult department had 1 volunteer in December for a total of 5.5 hours
- 233 people watched the online holiday show. Evergreen patrons with a current email address will receive a link to programming from now on.
- The transfer of appropriation in the operating fund report and 2020 Amended Salary resolution were completed
- The volunteer cleaners stopped at the end of 2020. To continue will be \$85 per visit.
- We got our 2021 certified budget order for 2021. We got what we asked for.
- Submitted December withholding for federal and state.
- 4th quarter, 2020 941 form was completed
- Workforce Development for 4th quarter completed and filed online.
- Called SWANK—don't need a public performance license for 2021. Will suspend our license until Feb., 2022 so we keep our current rate of \$432.00 a year. We paid for it in 2020 and couldn't use it all year due to COVID.
- Sent annual email to PERF with our payroll dates for 2021.
- Cho Rok Investing group had their meeting with 13 attending.
- Put all 2021 appropriations into AVC for General Operating and LIRF.
- New wireless system is here, Joe will install after back surgery and recovery
- January 18th, our first virtual piano concert—Rockin' Thru the Decades—will be available. Popular songs from 1960 and up will be played. The concert will be available until Saturday, Jan. 23rd. You will be sent a link if you have an email on file in Evergreen. This program is costing \$150.00.
- Evergreen cataloging freeze on the 20th while they add in a new library's records.
- 2020 W-2's and all the tax reports we have to file have been completed
- Evergreen Indiana State Library Annual report is behind schedule. Julie will complete the ISL report when she receives the Evergreen numbers.
- Landscaping help is needed for 2021.

- Long Range plan items were not completed in 2020 due to Covid. Do we plan to complete them this year? This is the last year for this long range plan, so we will gather public input during 2021 to develop a new plan for 2022-2026. Items already in the plan include; downstairs painting, elevator replacement, upstairs office/work room, outside painting and railings, and Director replacement search. Julie is retiring September 30, 2025.

COMMITTEE REPORTS

- Personnel – The Director Search committee will reconvene to determine position requirements, posting process and Educational certification needs. Tina will join this committee.
- Facilities - none
- Computers – none
- Finance – none

OLD BUSINESS

- The 2021 budget order was received January 4, 2021. We received the amount requested
- New hire interviews started mid-January.

NEW BUSINESS

- Officers for 2021 were nominated and elected:
 - President – Clay Brooks
 - Vice President – Dee Kinney
 - Treasurer – Katy Stoller
 - Secretary – Mindy Brooks
- Committees for 2021 were nominated and elected:
 - Personnel – Dee Kinney, Katy Stoller, Mindy Brooks, Tina Ervin, Clay Brooks
 - Facilities – Caroline Zimmerman, Clay Brooks, Sally Cline, Dee Kinney
 - Computer – Sally Cline, Mindy Brooks, Tina Ervin, Clay Brooks
 - Finance – Katy Stoller, Caroline Zimmerman, Tina Ervin, Clay Brooks
- A motion was made by Tina for the above elections, 2nd by Caroline, the elections were passed.
- Should Funds be transferred from the General Operating Fund to the Rainy Day Fund in the amount of \$25,000? The motion was made by Dee, 2nd by Mindy. The motion passed.
- 4th quarter PLAC report was signed. None were sold.
- Judy Marquart has not been paid for landscaping services since August 2020 as agreed with Doug Hoerr. Clay will follow up on payment and if he will continue to fund the maintenance going forward.
- The Milford Public Library Trustee Bylaws were reviewed, and it was determined that no changes are needed.

- Julie's Health savings account is up for renewal for 2021. The board agreed to add \$2,200 to the fund to cover her \$3,500 total deductible. Katy made the motion, Caroline 2nd, and the motion passed.
- The Library hasn't been notified by Indiana Work Force Development regarding Travis' unemployment claim.
- Sarah has filed a claim, she was hired by the library in September 2020 and is still employed. She was fired from last two jobs, so Julie will discuss with Sarah and report back on status at next meeting.
- Endowment fund balance updates:
 - \$34,347.40
 - \$110,842.69

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

Dee made a motion to adjourn the meeting at 6:30 pm, it was 2nd by Mindy and was passed.

Mindy A. Bruce
2/15/21