

MILFORD PUBLIC LIBRARY BOARD MEETING

July 19, 2021

The Milford Public Library Board of Trustees met with board members present: Clay Brooks, Dee Kinney, Katy Stoller and Sally Cline. Library Director, Julie Frew, was also present at the meeting. Mindy Brooks, Carolyn Zimmerman and Tina Ervin were absent.

Clay welcomed our guest, Oscar Hernandez, to the meeting. Oscar is possibly interested in becoming a Library Board member. Oscar introduced himself and was welcomed by all present.

Clay was sworn in for his 4th term. His paperwork will be notarized this week and sent on to the County Clerk.

After reviewing the minutes for the June 21st meeting and the minutes of the Personnel Committee meeting on July 12th, Katy made a motion that both sets of minutes be accepted as presented. Sally seconded and the motion was approved by all.

The June Financial Report was reviewed by the Board. Dee made a motion to accept the report as presented. Katy seconded, and it was approved by all.

LIBRARIAN'S REPORT

- We were opened 152 days in 2021---44 new patron cards issued so far this year.
- The adult department had one volunteer who worked 4 hours in June.
- Dick Doll will be maintaining our landscaping.
- Trisha is doing Stories-to-Go virtually with New Beginnings this summer.
- Professor Steve's "Amazing Tales of Science Show" was a lot of fun. We estimate that 120 enjoyed it.
- Samantha's Staff Picks was posted to Facebook and our website on June 24.
- Virtual Family ST has been a smaller group this year. Maureen had 18 for her Europe ST.
- Activity packets have been very popular with the children and their parents! We give out between eighty and one hundred each week!
- SRC participants are happy with their prizes.
- Silly Safari's Tails & Tales: Animals in Fairy Tales was popular. We estimate 108 watched it.
- MLGQ is 4.3%! Was not expecting it to go up from last year's 4.2%.
- Joe has installed a camera and microphone on my workstation, the new fax, printer, scanner, wireless printer upstairs and the new printer in the office upstairs. His time ran out before he could configure the wireless printer, so that will wait till next time.
- Personnel Committee met on July 12th to discuss wages/salaries for 2022.

- I ran limited criminal history checks on everyone over age 18 who is currently working at the library. Adult volunteers had already been done.
- Called Collier in Warsaw for estimate on replacing bad air conditioning unit.
- Got a response from the Abuse and Molestation questionnaire I filled out for Dan Woods in order to renew our coverage.
- We did craft activity packets the week of July 4th. Families could also ask for a floor puzzle or a 3-D wooden puzzle to take home that week. We gave 24 floor puzzles away (all we ordered) and have two wooden puzzles left.
- Didgeridoo Down Under show was the week of July 12-17. Waiting to hear how many hits we had.
- Last day for SRC prizes is July 24th! Summer goes by too fast!

COMMITTEE REPORTS

- Personnel Committee-Their recommendation to the Library Board was to give all employees (except the janitor) a one dollar per hour raise. After some discussion, Dee made a motion to increase wages/salaries one dollar an hour (janitor excluded). Katy seconded and the motion was passed by all.
- Facilities—Will hold off on painting until we know cost of fixing/replacing air conditioner.
- Computer- Working on a new replacement schedule.
- Finance-none.

OLD BUSINESS

- Will resume work on Long Range Plan after SRC.
- Have one clerk position still open—will advertise again next year at \$9.00
- Found someone to take care of our landscaping

NEW BUSINESS

- Sign 2nd quarter PLAC Report
- Commercial Insurance Policy quote from Hall & Marose-table and discuss next month
- Air conditioning situation-Got estimate from Collier. Need clarification about a new digital thermostat being included in the bid, or not. Board suggested calling three or four other businesses and getting estimates from them.
- Reviewed current mileage reimbursement rate of \$0.45 per mile. Will keep that the same.

- Policies needing review this year are: Photograph Policy, Conflict of Interest, Gifts & Donations and Material Selection. Julie will send policies via email for review before August meeting. We will discuss then.
- Received June Draw on time and it was expected amount.
- Got a couple of thank you letters from Kosciusko County Community Foundation for donations made to the MPL Endowment Fund in memory of Shari Lambert.
- Indiana Library & Historical Board found MPL to be in compliance with the Public Library Standards for 2020
- Discussed quarterly report on property tax appeals
- Realgy Energy Services has parted ways with NIPSCO—Archer Energy is our new provider
- Clay suggested getting a quote for our parking lot to be sealed, painted and fill the cracks in the blacktop. We will call Mike Clark, who has done this for us in the past.
- Need to investigate video training available for Abuse and Molestation staff training

Katy made a motion to pay the bills, Dee seconded. The motion passed.

Dee made a motion to adjourn the meeting. Sally seconded and the motion was approved by all.

Everyone thanked Oscar for coming to the meeting.

The next regular monthly Library Board meeting will be on Monday, August 16th at 5pm.

Ally Bry
8/16/21