

# Milford Public Library

**TO ALL RESIDENTS OF VAN BUREN AND EAST JEFFERSON TOWNSHIPS:**  
The Milford Public Library Board of Trustees will meet at 5:00pm on Monday,  
June 19<sup>th</sup> in the library's meeting room.

## **AGENDA:**

- 1. ROLL CALL**
- 2. APPROVAL OF MINUTES**
- 3. FINANCIAL REPORT**
  - \*Monthly Financial Report**
  - \*Claims**
- 4. LIBRARIAN'S REPORT**
  - \*Adult Services Report**
  - \*Children's Department Report**
- 5. COMMITTEE REPORTS**
  - \*Personnel Committee—**
  - \*Facilities Committee---**
  - \*Computer Committee--**
  - \*Finance Committee—**
- 6. OLD BUSINESS**
  - A. Landscape Upgrade—Finished Thursday June 8**
  - B. Received final check from Seely Estate—What do we do with the money?**
  - C. Polywood picnic tables—delivered and are fantastic!! Need to move bike rack**
  - D. SRP donations and plans**
  - E. Hired Cheryce Wise and Laura Green for summer**
- 7. NEW BUSINESS**
  - A. Estimate for replacing furnace and/or air conditioner**
  - B. Personnel Committee meets at 4:30pm on Monday, July 17**
  - C. County Circuit Breaker \$780.24**
  - D. Katy's term is up 7/31/23 and Oscar's 10/31/23. Need to get Katy's paperwork going if she wants to serve another term.**
  - E. Staples will no longer offer a credit card. Closes 7/31/23**
  - F. Info on Globe Life insurance from Thomas Durfee**
  - G. Proposal for new copy machine from WM Imaging Solutions**
  - H. Additional Items**
  - I. ADJOURNMENT**

## MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

June 19, 2023

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

After reviewing the minutes of the May board meeting, Katy made a motion to accept the minutes, Oscar 2<sup>nd</sup> the motion, it was passed.

The May Financial Report was reviewed by the board. Katy made a motion to accept the report, Oscar 2<sup>nd</sup> the motion, it was passed.

### LIBRARIANS REPORT –

- Open 127 days, 56 new patron cards
- Two volunteers in May.
- 14 interviews for the two summer help jobs. Hired Sherice Wise and Laura Green for summer
- Milford Kindergarten classes came at the end of May to visit. Summer flyer has to be approved by the superintendent before it is distributed to schools.
- Bill's Heating & AC visited to service air conditioners. One has a link, they are submitting a quote for replacing this plus furnace.
- Annual budget webinar on May 23. The state is pushing toward depreciation for all assets over \$5,000.
- Indiana Governor has passed into law that some entities have to stream our board meetings. Unsure if this will apply to libraries. Will see if town and school board are required to follow this.
- SRC began on June 5 - 33 teens in SRC, 130 children.
- Pre budget worksheet is loaded to Gateway
- Landscaping started on June 5.
- Pet parade with 27 contestants for first time.
- Additional \$8923.53 was received for final portion of Seeley gift.
- Microsoft Access was ordered so new computer could be installed
- The lunch program has been going well so far
- The Steven's puppets show had a good turnout
- Professor Steve is here this week along with Potawatomi Zoo next week
- Adult services – 3,867 materials checked out in May – includes Overdrive.
- Income for general operating \$17,052.78

### COMMITTEE REPORTS

- Personnel – needs to meet July 17<sup>th</sup> before the next meeting at 4:30
  - Clay Brooks
  - Mindy Brooks

*Proton*

*CB*  
*7/17/23*

- Dee Kinney
- Carolyn Zimmerman
- Facilities – Bike Rack new location – Mindy made a motion to move the bike rack to a new area. Hash out two spots in the parking lot to move it to, paint the bike rack a bright color or add a flag so it is visible when backing up, and adjusting the handicap spot as needed to accommodate. Clay will work with Mike Clark on striping the parking lot. Oscar 2<sup>nd</sup> the motion and it was passed.

The main street steps also need attention, this will be discussed in the discussion of how to use the Seeley fund donation.

- Clay Brooks
- Carolyn Zimmerman
- Sally Cline
- Dee Kinney
- Computers – Julie will be getting a new computer, it will be installed soon.
  - Clay Brooks
  - Oscar Hernandez
  - Katy Stoller
  - Mindy Brooks
- Finance –
  - Clay Brooks
  - Katy Stoller
  - Oscar Hernandez
  - Mindy Brooks

#### OLD BUSINESS

- Landscape upgrade- Clay met with crew and company from Chicago while they were here. Irrigation control has been updated to run more often along with hand watering. Much of our existing plant material was reused. Around 500 new plants were installed in addition. The Northeast corner with hydrangeas needs a bed around it to make mowing and trimming easier.
- WLM will handle maintenance and irrigation, a visit is needed in the next few weeks to clean up some items, add soil where needed and make some minor adjustments.
- Katy looked into online donation access. It is not easy, she has found other avenues that will be simpler. This would allow users to select what area (if any) they want to designate their donations for. Donor box is commonly used for non-profits for around a 3% fee. The library is local government for tax purposes, like a 501C3, but not in that classification. Julie will also ask other directors what they use for donations, if anything. Wix hosts the web site, Mindy can help coordinate with them for getting it added to the site. Will discuss in more detail to put together a plan in August.
- Part of Bud Seely bequest received – \$22,178 total. Possibilities for using the funds include office renovation, new printer, front steps renovation, benches, remove the SE tree or the endowment. \$20,000 in LIRF is available. Another \$11,900 is planned to be added back into it if things go as planned.

- Printer ~ \$4,400
- Benches ~ \$400 each to replace with Polywood
- AC unit ~ \$12,061 with furnace, AC only \$7,464
- Office space ~ \$TBD 20-30,000 estimated
- Front steps ~ heated steps, bannisters prefer to be reused \$30,000
- Are there any grants available to help with any of these? Julie to look into this.
- **Katy made a motion to use the Seeley donation for a unique library project, outside of general maintenance projects. Oscar 2<sup>nd</sup> the motion, it was passed. We will discuss at the next board meeting who will head this up.**
- Oscar made a motion to replace the Furnace/AC replaced by Bill's Heating for approximately \$12,061. Mindy 2<sup>nd</sup> the motion and it was passed.
- Polywood tables are installed, will be rearranged when the bike rack is moved. Will consider anchoring when a final location is determined.
- SRP donations and plans – There will be a pizza party on July 21 to mark the end.

#### NEW BUSINESS

- Estimate for replacing the furnace and air conditioner was approved.
- Personnel committee meets at 4:30 pm on Monday, July 17
- Country Circuit breaker \$780.24
- Katy's term is up 7/31/23 and Oscars' is up 10/31/23. Need to get paperwork going for another term for both.
- Staples no longer offers a credit card. The account will close on 7/31/23. Julie will investigate what other card the Library could get to have enough credit available. Will check with Lake City Bank since other banking is all there.
- Info on Globe Life insurance from Thomas Durfee was reviewed. It was tabled until closer to budget timing.
- Proposal for a new copy machine from WM Imaging Solutions. This is tabled for a meeting when more members are present. Julie will review what is available in the budget for equipment this year and update if the copier can be purchased with those funds.
- Mindy made a motion to pay the bills, Oscar 2<sup>nd</sup> and the motion and it was passed.
- Katy made a motion to adjourn the meeting, Oscar 2<sup>nd</sup> and the motion was passed.