

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

December 19, 2022

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

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

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

LIBRARIANS REPORT –

- The library was open 278 days in 2022—143 new patron cards issued this year.
- There were no volunteers in November.
- Had to call police for a welfare check on a visitor who was thought to be homeless and staying warm in the library during the day.
- Cottage watchman called to schedule installation of security system. Installed last Friday December 16. Learning new system.
- Recorded a reading of the Night before Christmas for Facebook and web page
- Julie visited Bremen public library for SRC workshop. Recorded seminar also available soon.
- More interviews, hired Elliette Pulley for afternoons from Wawasee High School intern program.
- Finishing up end of year payments
- Joe re-installed CASSIE on Julie's computer. This software is what times patrons and we can check to see what's on their screen.
- Joe sold his business, retiring in June, 2023. Will bring new owner in to get familiar with the library.
- Winter packets in process, assembling 100 packets.
- End of year meeting next Tuesday, December 27 at 5:00.
- Placing order with collaborative summer reading program before end of the year.
- 4,113 circulation in November, total circulation up from 2021
- \$7,419.35 in operating income
- Budget for 2023 submitted, waiting for notification

COMMITTEE REPORTS

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

- Facilities –
 - Clay Brooks
 - Carolyn Zimmerman
 - Sally Cline
 - Dee Kinney
- Computers –
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks
- Finance –
 - Clay Brooks
 - Katy Stoller
 - Oscar Hernandez
 - Mindy Brooks

OLD BUSINESS

- New security system was installed December 16, awaiting invoice
- The 2023 budget was submitted October 20. Waiting for approval
- Donated food will be picked up by Van Buren food pantry soon

NEW BUSINESS

- End of year meeting Tuesday December 27 @ 5:00
- Calendars for 2023 board meetings, holiday closings and paydays were distributed and reviewed by the board. Katy made a motion to approve all three schedules, Oscar 2nd, the motion was passed.
- Resignation of staff members – Maureen Conley and Marcia Baumgartner (March 31, 2023). Marcia was 29 hours a week, really need to get her replaced.
- Annual fines collection from 2012-2021 – will review policy in 2023
 - 2012 - \$4,504.94
 - 2013 - \$4,607.58
 - 2014 - \$3,779.38
 - 2015 - \$3,791.62
 - 2016 - \$3,645.47
 - 2017 - \$3,861.72
 - 2018 - \$2,974.49
 - 2019 - \$1,868.15
 - 2020 - \$753.65 (COVID)
 - 2021 - \$1,183.09
- KC Community Foundation Annual report came in
- Received thank you from Maureen Haab, Julie Frcw and Marcia Baumgartner for the one-time adjustment check this year.

Dee made a motion to pay the bills – November revised Claims Register and December Claims Register, Carolyn 2nd, the motion was approved.

Mindy made a motion to adjourn the meeting, it was 2nd by Dee and was passed.

Mindy Abney 11/16/23