

## MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

January 16, 2023

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

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

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

### LIBRARIANS REPORT –

- The library was open 302 days in 2022—148 new patron cards issued this year.
- There were two volunteers in December. Arrington Krull volunteered in the children's department for a day, and one young man worked community service hours.
- Maria is on limited hours for a while.
- A Wawasee Junior student was hired for afternoons, she is learning and doing well.
- Cottage Watchman did not send an invoice for the end of the year. \$3200 estimated cost was paid. We have a \$80 credit for monitoring in 2023.
- Setting the alarm is a little more complicated, getting everyone trained on setting and disarming.
- 2023 AVC Service agreement was signed for help with accounting and payroll systems for \$1800.
- We got an updated tax rate.
- All 2023 W4 information is entered, along with pay rates and time off.
- Adult reading club has started.
- A new sweeper is needed
- SRC planning is started
- Employee taxes started
- Work on annual report to start soon.
- December circulation was up, 2022 total was up significantly from 2021.
- Operating income included several annual taxes, total was \$104,218.61
- Oscar and Katy need to renew in 2023 to continue on board in July and October

### 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

- 2023 Budget Order was received January 9. Operating budget is \$342,172, LIRF is \$20,000. Tax rate is 0.0570.
- Donated food was picked up by Van Buren Food Pantry
- Annual fines collection from 2022 was \$1163.55
- 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
  - 2021 - \$1,183.09
- Paid Cottage Watchman, have a credit of \$80

#### NEW BUSINESS

- Election of Officers for 2023
  - President – Clay Brooks
  - Vice President – Dee Kinney
  - Secretary – Mindy Brooks
  - Treasurer – Katy Stoller
  - Committees will remain the same as 2022

- Transfer from General Operating to Rainy Day Fund – Carolyn made a motion to move \$45,000 from General Operating fund to Rainy Day Fund. Saving for elevator replacement is main project. Others include downstairs painting and office/employee area update. Oscar 2<sup>nd</sup>, the motion passed.
- 4<sup>th</sup> quarter PLAC report was signed by board members
- Julie’s health savings account maximum for 2023 is \$3850. Her current balance is \$642. Her deductible is \$3500. She will be able start Medicare sometime around September. \$3208 will bring her to \$3850. Oscar made a motion to contribute \$3208 to her HSA fund, Carolyn 2<sup>nd</sup>, the motion was passed.
- Trustee bylaws were reviewed. No changes were necessary. Mindy made a motion to accept the bylaws as they are, Dee 2<sup>nd</sup>, the motion was passed.
- The library is a beneficiary of the estate of Bud Seely. The amount is yet to be determined. When the amount is known, the board will discuss where it should be used.
- The Goshen News and The Papers requested notices of all of our 2023 meetings.
- Dee made a motion to review of Internal Controls Policy. It was done. The board reviewed the checklist with the Library Director. Carolyn 2<sup>nd</sup> the motion, and the motion was passed.
- Close dormant funds that do not have funds in them. Katy made a motion to close the below funds. Sally 2<sup>nd</sup>, the motion was passed.
  - DEKKO
  - Wireless Grant
  - Library Capital Projects
- Dan Woods has retired, insurance has been transferred to Timm Chickory
- Bill from FSS Technologies – we owe for Burglar Alarm contract buyout. The total is \$1,534.87. There was no service for the last quarter of 2022, as it was disconnected by the technician. Julie will ask for copy of contract that was signed, we do not have a record of a contract. Dee made a motion not to pay the bill until details of the bill and what is owed can be produced by FSS Technologies. Oscar 2<sup>nd</sup>, the motion was passed.

Dee made a motion to pay the bills – Carolyn 2<sup>nd</sup>, the motion was approved.

Carolyn made a motion to adjourn the meeting, it was 2<sup>nd</sup> by Dee and was passed.

