

## MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

July 17, 2023

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

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

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

### LIBRARIANS REPORT –

- Open 153 days, 86 new patron cards
- No volunteers in June.
- State library has new courier contract with Pillow, the first day was June 23. Still having trouble with service on July 10. They have been contacted to work out the issues.
- Bill's heating removed the old air conditioner/furnace and replaced with a new one.
- Julie applied for a library credit card from Lake City Bank.
- Maximum Levy Growth Quotient was expected on June 30 but was not received.
- Julie heard from Syracuse Library that they received an email that MLGQ for 2024 is 4%. She did not get an email. The MLGQ is capped at 4% for 2024 and 2025 because of new laws in Indiana. Working 2024 with a 4% increase.
- Jerica quit without any notice.
- Julie watched an archived ISL webinar, "A Whole Lotta Sugar in My Library Lemonade." And "Best Practices for Preserving Board Minutes." And "Responding to Uncomfortable Situations." Earned 1 LEU for each. She needs 18 more before she can renew her five-year certificate in September.
- Joe repurposed our old domain controller to be our new Websense server.
- Our last Family Story Time is Friday, July 21st at 10:30am. Janette will be our guest storyteller. Our SRP Pizza Party begins at noon and at 1pm, Mark's Ark will be here to entertain everyone. Last day to turn in hours of reading is Saturday, July 22 till 2pm.
- Adult services – 4,730 materials checked out in June – includes Overdrive.
- Income for general operating \$163,025.96. The majority of this was from General Property tax disbursement.

### COMMITTEE REPORTS

- Personnel –
  - Clay Brooks
  - Mindy Brooks

CB

- Dee Kinney
- Carolyn Zimmerman
  - The Personnel Committee met July 17<sup>th</sup> at 4:30. Recommendations for Salary increases for 2024 were presented by the committee.
    - 7% increase for the Library Director
    - 7% increase for the Cataloger/Clerk
    - 5% for all other clerks
    - No change for janitor
    - Carolyn made a motion to approve the increases proposed, Dee 2<sup>nd</sup> the motion, it was passed.
- Facilities – The new Furnace/AC unit was installed 6/28. Oscar is working with Thompson, Clay will contact the Tree Guy to get quotes for tree removal. Julie is getting quotes to repair the front step hand rail and steps.
  - Clay Brooks
  - Carolyn Zimmerman
  - Sally Cline
  - Dee Kinney
- Computers – Joe is set to retire at the end of 2023
  - Clay Brooks
  - Oscar Hernandez
  - Katy Stoller
  - Mindy Brooks
- Finance –
  - Clay Brooks
  - Katy Stoller
  - Oscar Hernandez
  - Mindy Brooks

#### OLD BUSINESS

- Clay will follow up with Super Seal about the bike rack/handicap parking spot striping
- Katy's paperwork for another term was mailed
- Seeley Estate gift – will be designated for a special project
- The donation button the library web site is on hold for now.

#### NEW BUSINESS

- Personnel committee made recommendations for 2024 salaries and wages.
- Clay signed the 2<sup>nd</sup> quarter PLAC report
- Indiana Library & Historical Board found MPL to be in compliance with the Public Library Standards for 2022.
- Mileage reimbursement was reviewed and will remain at \$0.53 per mile.

- Policy reviews of the following policies were tabled until the August meeting: Credit card, Small purchases, Code of conduct, Notary service and pandemic.
- Globe Life insurance information from Thomas Durfee is available and will be reviewed at a later time.
- A Proposal for a new copy machine from WM Imaging Solution was reviewed. Some questions will be returned to them and will be reviewed at the August meeting.
- The library received the June draw on June 14
- The quarterly report on property tax appeals was reviewed.
- Dee made a motion to pay the bills, Oscar 2nd the motion and it was passed.
- Carolyn made a motion to adjourn the meeting, Oscar 2<sup>nd</sup> and the motion was passed.

Clayton  
Proton