

MILFORD PUBLIC LIBRARY BOARD Annual Budget MEETING

October 18, 2021

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

After reviewing the minutes of the September board meetings, Dee made a motion to accept the minutes, Sally 2nd the motion, it was passed.

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

LIBRARIANS REPORT –

- We were open 229 days in 2021 with 92 new patron cards issued.
- September was national library card month, gave away new tote bags for anyone getting a new card. We registered 21 new patrons.
- The adult department had 1 volunteer in September for a total of 1 hour.
- Sarah resigned September 23, gave 2 week notice.
- Trisha is doing virtual stories to go and story time
- ARPA grant agreement was signed digitally. Need board resolution to allow Julie to sign the grant.
- Donations needed for Halloween, full size candy bars. Trick or treat will be the entire last week of October, kids in costume will receive treat and craft.
- Workforce development report and 941 for 3rd quarter were completed.
- Budget Form #4 is ready to sign.
- Joe let Julie know that Windows 11 will take the place of Windows 10 by October 2025. A new server will be required next year. Estimated cost is \$10,000.
- Long range for 2022-2026 plan was discussed.
- Sands sales rep came in, Cannon copier needs upgraded when it reaches 7 years old. Because of shortages, offered refurbished model. Almost all work has been included in our maintenance agreement.
- Mike Clark resurfaced parking lot, having trouble getting white paint, will have to finish later.
- Still waiting for light bulbs from Airgood.
- Overdrive will no longer be supported at the end of 2022. Will only be Libby. Training will be provided.
- Friends are having a book sale this weekend, Oct. 21-23.
- Kathleen moving, last day is at the end of October
- November 9 will be the next in-service date.
- 2nd children's book week of the year is November 8-14.

- Long range plan surveys – will call people to fill out survey, send to school, contact community organizations via phone for feedback.
- 4,259 adult materials checked out.
- Children's department position was offered and accepted today. Hired Mars Knight.

COMMITTEE REPORTS

- Personnel – Discussed applicant who came in for open position. Will do some more follow up to see what requirements would be. Will have master's degree in library science in May 2022, so want to get information on what candidates are seeking for when Julie retires in 2025.
- Facilities – Hole in soffit being looked at by R. Yoder, still in process.
- Computers –
- Finance –

OLD BUSINESS

- Long Range Plan for 2022-2026 – look for more items that can use outside labor rather than staff.
- One clerk position still open, 29 hours, reports and cataloging. Three people will still be here, trying to keep library open for 48 hours. Trying other job posting options.
- The correct (most recent) Material Selection Policy/Collection Development policy was reviewed. Dee made a motion to accept the updated policy. Tina 2nd and the motion was passed.

NEW BUSINESS

- Caroline made a motion to adopt the 2022 budget, Sally 2nd, the budget was approved. Form #4 was signed. Needs to be submitted in Gateway within five days.
- The board tabled a decision on the salary resolution.
- A resolution to authorize the Director to sign the ARPA grant was proposed by Caroline, and 2nd by Tina. The motion was passed and documented.
- Overdrive annual renewal of \$1500 was in this month's vouchers.
- 3rd quarter Evergreen fines and fees collected for other libraries was paid.
- 3rd quarter PLAC report was signed, one was sold.

Dee made a motion to pay the bills, Caroline 2nd. The motion passed.

Tina made a motion to adjourn the meeting at 6:20 pm, it was 2nd by Caroline and was passed.

Kim A. Bray 11/15/21