

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

December 18, 2023

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

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

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

LIBRARIANS REPORT –

- Open 280 days, 156 new patron cards
- No volunteers in November.
- Audit not finalized – going into 8th week
- The board met with Streamline web site provider to review their services that are specific to Libraries. Setup is \$500, annual fee is approximately \$1450. Hosting is included. Kristina would likely be the point person for maintenance. Mindy made a motion to move forward with setting up a new web site with this company. Carolyn 2nd the motion. The motion passed.
- November circulation was 4,496.
- Operating income was \$6,945.63
- Lego club is ongoing
- Job descriptions were just redone for each of the staff members.
- The final board meeting of the year is December 26 at 5:00
- Step repair is in process, working toward completing the project and billing by the end of year.

COMMITTEE REPORTS

- Personnel –
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman
- Facilities –
 - Clay Brooks
 - Carolyn Zimmerman
 - Sally Cline
 - Dee Kinney
 - Stair repair underway
 - Oscar has been working on light bulb replacement

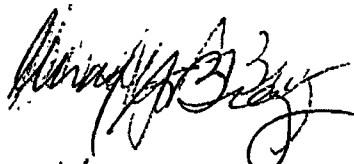
- Computers – Joe is set to retire at the end of 2023 – he made his final visit in the last week.
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks
- Finance –
 - Clay Brooks
 - Katy Stoller
 - Oscar Hernandez
 - Mindy Brooks

OLD BUSINESS

- Julie submitted the 1782 for the 2024 budget, no changes were requested.
- Clay is working on getting estimates for lighting replacements.
- The 2019-2022 audit is ongoing.
- Children's department furniture is on hold

NEW BUSINESS

- Tuesday December 26 at 5:00 will be the year end meeting to close the books for the year.
- Calendars for 2024 board meetings, holidays and paydays were reviewed. Katy made a motion to accept the proposed dates as presented. Carolyn 2nd and it was passed.
- The rental property will be available at the end of January, Julie will contact local realtors to let them know it is available.
- There was an unemployment filing from Elliette. She can get \$42/week. Julie will contact the school to let them know that she was fired, and that she is now trying to collect unemployment.
- The Papers requested written notices for 2024.
- Clay mentioned doing something for Joe for his retirement.
- Fred Hoerr sent a check for an additional \$4,000 for the landscape maintenance.
- Carolyn made a motion to pay the bills, Oscar 2nd and the motion and it was passed.
- Mindy made a motion to adjourn the meeting, Carolyn 2nd and the motion was passed.


11/5/24