

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

April 18, 2022

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

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

The March Financial Report was reviewed by the board. Katie made a motion to accept the report, Oscar 2nd the motion, it was passed.

LIBRARIANS REPORT –

- We were open 74 days in 2022 with 34 new patron cards issued.
- The adult department had 0 volunteers in March for a total of 0 hours.
- Releases were sent to the local papers for National Library Week and other events.
- Budget meeting with state, no information for 2023 yet.
- 0 participated in March Lego challenge. April is to build a hot air balloon
- Interviewed 5 candidates, 2 have been offered and accepted, plus one for summer. There is one open position for summer remaining. One has a Library Science master's degree already; one is working on it. We are working around their schedules. Both work part time at other libraries (Warsaw and Syracuse). Found another for Monday night and Wednesday 10-3.
- 1st quarter financials loaded into Gateway
- Gifts for SRC were picked up, need more cash donations.
- Crafts were available for during spring break each day for kids to take home.
- Dick Doll was here doing cleanup. Removed broken picnic table. He is going to talk to Doug to see if we can get a new landscape plan. Many plants are old and need to be replaced.
- Joe was here on the 13th, planned to swap out 3 oldest computers for new. But, staff has been having email problems that he worked on the entire time. He was able to move the old computers downstairs.
- Power went out on Thursday; battery backup did not work for server to keep it running and keep connections. Recommendation from Joe was to run extension cords from meeting room into brain room to keep power consistent. Need a better permanent solution. Figuring out if plug is not working and needs rewired.
- Joe to get estimate for new server.
- Renewed Wowbrary and RDA Toolkit license.
- Brandon from FSS technologies came to upgrade security system.
- Staff in-service is planned for 4/19 to work on SRC
- This week is national volunteer week, giving small gifts to our 2 volunteers.
- Zoom meeting with Paula Newcom from the state library on the 28th.

- 4,512 materials were checked out in March.

COMMITTEE REPORTS

- Personnel – 1 summer opening remaining.
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman
- Facilities – Soffit was repaired, no other damage found. Getting estimate for painting.
 - Clay Brooks
 - Carolyn Zimmerman
 - Sally Cline
 - Dee Kinney
- Computers – New server this year \$6-10k estimate
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks
- Finance – Nothing new
 - Clay Brooks
 - Katy Stoller
 - Oscar Hernandez
 - Mindy Brooks

OLD BUSINESS

- ARPA grant furniture put together except for one missing leg

NEW BUSINESS

- No PLAC cards sold in 1st quarter
- Need estimates for outside painting
- Finishing submission for ARPA grant
- Hired 3 new employees, just need one more for summer
- Working on policies for Abuse and Molestation and Crisis Management plan

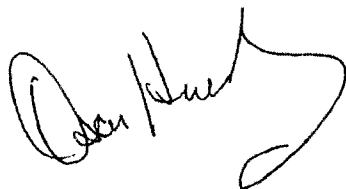
Katy made a motion to donate the unused furniture from upstairs to the Friends group for them to determine what to do with. Sally 2nd the motion and it was passed.

Mindy made a motion to donate the flat screens from the retired monitors to the Friends group, and remove and destroy the hard drives from the CPUs, and recycle the rest of the CPUs. Katy 2nd, the motion passed.

Clay will test the outlet in the brain room and communicate the results to the board. Due to the urgency, communication will be done through email to make a decision on next steps.

Sally made a motion to pay the bills, Mindy 2nd. The motion passed.

Mindy made a motion to adjourn the meeting at 6:29 pm, it was 2nd by Sally and was passed.

A handwritten signature in black ink, appearing to read "Clay" followed by a stylized flourish.