

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

August 21, 2023

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

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

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

LIBRARIANS REPORT –

- Open 178 days, 116 new patron cards
- No volunteers in July.
- The SRC pizza party was held July 21 with 50 children, 10 teens and 15 adults and 3 staff attending
- Final SRP stats: Children had 141 register, Teens=39. A total of 100,810 minutes were read by children and teens read 54,960 minutes. We gave out 101 Preschool Activity Packets; 290 packets to K-5th graders and 139 to Teens.
- There are now two job openings for 15 hours a week.
- The handicap parking spot was moved and painted, and a spot for the bike rack was stripped out in the parking lot.
- Julie has been working on the 2024 budget in Gateway, she is meeting with Judy Robertson of DLGF DLBG on the 11th. LIT certified shares information has not been made available yet, so is estimated.
- Maria finished clearing and updating the withdrawn computers with Joe's help. They are ready to give to the Friends for their rummage sale.
- The Lake City Bank credit card was approved and used, the first bill was in this month's payables.
- Julie completed 100 LEUs needed for recertification in September.
- Lego Saturdays begin in September.
- Fall Storytime begins September 20.
- \$14,485 was added to the 2024 budget for the following items:
 - \$5,245 salaries
 - \$2000 technology
 - \$1,000 utilities
 - \$500 recycling
 - \$2,000 building maintenance
 - \$2000 furniture & equipment
 - \$240 transfer to LIRF
 - \$500 Young Adult books
 - \$1000 Children's books

COMMITTEE REPORTS

- Personnel –
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman

- Facilities – Clay will contact the Tree Guy to get quotes for tree removal. Oscar 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

- Moving the bike rack/handicap parking spot – Clay and Oscar
- New furnace/air conditioner installed June 28
- Mailed Katy and Oscar's paperwork for another term
- Seely Estate Project – determining best use of funds
- Donation button on library web site – on hold for now

NEW BUSINESS

- Cosby Tree Service – estimate reviewed, Clay to get estimate from Dan the Tree Man too
- Estimate from Lake City Home for front steps – Oscar to help get another estimate
- Kosciusko County Community Foundation grant was \$5071 for 2023. It was deposited to gift fund March 21. Can reinvest whole amount in MPL Endowment Fund because we did not need any of the money for SRP. Katy made a motion reinvest the total amount of the grant into the endowment, Oscar second the motion and it was passed.
- Reviewed the Internet Acceptable Use policy – Katy made a motion to accept the policy without changes, Sally second the motion and it was passed.
- Policies that need to be revised this year:

- Credit card policy – was revised to reflect changing to a credit card with Lake City Bank. Katy made a motion to accept the revised policy, Oscar seconded the motion and it was approved by all
- Small purchases policy – reviewed, Katy made a motion to accept, Oscar second, was passed
- Code of conduct policy – reviewed, Katy made a motion to accept, Oscar second, was passed
- Notary services Policy – reviewed, Katy made a motion to accept, Oscar second, was passed
- Pandemic policy - new requirement, needs to be adopted. Motion made by Katy and a second by Oscar—motion was approved by all
- Info on Globe Life insurance from Thomas Durfee was discussed, no action was taken
- A proposal for a new copy machine from WM Imaging Solutions was reviewed. This is not a good time for purchase, will be reviewed again Q1 2024.
- Dee made a motion to pay the bills, Oscar 2nd and the motion and it was passed.
- Katy made a motion to adjourn the meeting, Dee 2nd and the motion was passed.

Aliy Bay
8/21/23 MAB 9/18/23