

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

July 15, 2024

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

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

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

The board discussed moving funds out of LIRF to Rainy Day or Payroll as expenses come up since this account is no longer required by the State Board of Accounts. This allows the funds to be used for other purposes as needed by the library. If LIRF has a zero balance for two years, it is closed. Katie made a motion to appropriate \$10,000 to LIRF and \$10,000 to Rainy Day for the 2025 budget. Oscar 2nd the motion and it was passed.

LIBRARIANS REPORT –

- MB
8/14/24
- Open 153 days, 109 new patron cards
 - There were no volunteers in June.
 - Stories to go and story time have been well attended.
 - The summer lunch program is serving 85 kids already, trying to get to 100. Breakfast is handed out at the lunch time too.
 - 21 families used the Escape Room. It was a success.
 - A Teen author came to visit and did a program.
 - Two new computers were quoted
 - Summer reading ends July 20 with a pizza party and Foamzilla
 - 5,241 materials went out in May
 - Inter library loan numbers were not available
 - The web site is getting a lot more hits with the new design.
 - June operating income was \$163,502.72 with the June draw included. The audit was taken out of the property tax draw.
 - The Friends group will have their annual rummage sale in September. Items can be donated to the cause. The board agreed that the group could use the rental property to store items ahead of the sale if needed.

COMMITTEE REPORTS

- Personnel – Need to meet July 15 @ 4:30 – discuss raises
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman
- Facilities –

- Clay Brooks
- Carolyn Zimmerman
- Sally Cline
- Dee Kinney
- Clay has met with lighting company, but no additional contact has been made since the office remodel is the focus.
- The painter for the office remodel will be here to review the project tomorrow 7/16/24 and will provide a quote.
- Sally shared the color selections for the office remodel. The Formica chosen is on backorder for 6-7 weeks. The cabinet builder has proposed Oak countertops as a replacement, but there are concerns about durability and finish. Since there are other items to be finished, the decision was made to continue with the countertop originally chosen.

- Computers –

The children's department workstation and office need to be replaced this year. \$1868 is the quote for the hardware. The two old computers will be cycled out. Katy made a motion to accept the estimate for the two new computers, Sally 2nd the motion and it was passed.

The server will need to be replaced in 2027.

- Additional charging stations built in would be helpful, will discuss with IT provider.
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks

- Finance – the CD at Lake City Bank has started. It expires July 17. The rate was at 5.47% on the date signed. Katy will file last month's minutes at Lake City Bank.

The current rates to renew for 3 months is 5.46%, 6 month 5.27%. The investment income from the CD will go into the General Operating fund.

Dee made a motion for the original \$100,000 from the General Operating fund will be invested into the 6-month CD. An additional \$100,000 from the Rainy Day fund will be invested in a 6 month CD. Katy 2nd the motion and it was passed unanimously.

- Clay Brooks
- Katy Stoller
- Oscar Hernandez
- Mindy Brooks

- Succession Committee – Julie to retire September 30, 2025. Goal is to have an Assistant Director in place for shadowing for at least 9 months. Identify where to find candidates. IU is only state

school with the degree available. The State Library has a list of jobs, Wednesday Word is a publication from the state library that includes opening.

- Clay Brooks
- Mindy Brooks
- Additional committee members to be added
- Get a professional headhunter/recruiter to help with job description, posting and recruiting plan. North Webster used him, we will try to find out his contact information – Julie is going to get information from other libraries.
- The State Library has lots of data available per population on pay and market size.

OLD BUSINESS

- The Directors office remodel is moving forward.
- Children's furniture is on hold for now, children are enjoying the tent.

NEW BUSINESS

- Personnel committee needs to meet before next regular meeting again to discuss 2025 pay.
- 2nd quarter PLAC was signed.
- Indiana Library & Historical Board certified that Milford is in compliance.
- Policies that need reviewed this year are included in the board members packets
 - Photograph
 - Personnel
 - Conflict of Interest
 - Gifts and Donations
 - Material Selection
- ←○ The June Draw was received on June 26.
- The quarterly report on property tax appeals was shared
- Juana's resignation letter was presented and accepted. Dee made a motion to accept Juana's resignation, Sally 2nd the motion. It was passed.
- Felicia sent a letter about her upcoming surgery and expected dates that she will be out.
- Board member terms expiring this year:
 - Mindy 7/31/24 – School board
 - Carolyn 7/31/24 – County Commissioners
 - Sally 7/31/24 – County Commissioners
 - These board members need to get Julie a letter to send to the nominating organization by next meeting if they are interested in serving another term.
- Julie presented a quote for Director and Board liability insurance that provides a \$500 savings. Mindy made a motion to accept the lower priced proposal, Dee 2nd the motion and it was passed.
- Dee made a motion to pay the bills, Oscar 2nd and the motion and it was passed.
- Dee made a motion to adjourn the meeting, Mindy 2nd and the motion was passed.

NB 8/19/24

Julie Bay 8/19/24