

## MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

June 17, 2024

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

After reviewing the minutes of the May regular board meeting, Oscar made a motion to accept the minutes, Sally 2<sup>nd</sup> the motion, it was passed.

The May Financial Report was reviewed by the board. Oscar made a motion to accept the report, Oscar 2<sup>nd</sup> the motion, it was passed.

### LIBRARIANS REPORT –

- Open 129 days, 81 new patron cards
- There were no volunteers in May.
- Summer reading program to schools by May 21
- Magazines were renewed for the next year 2024—2025.
- 3 people participated in the brain health drawing from Goshen Health
- Dreanna Hall and Carter Ciaccia were hired for summer positions. Four were interviewed
- Courier Service renewal was submitted, it more than doubled in price to \$2352.00.
- Summer reading program banner was installed on the back of the building
- One on one computer classes may resume at library
- Batteries were changed for all smoke detectors by Cottage Watchman. The one in the book drop is the one that was chirping, so none had to be moved.
- Library employees names and addresses were sent to county treasurer. Sent twice a year.
- Teen area is decorated for reading club with Egyptian theme.
- Summer help started June 3 Julie pick up gift cards from Pizza Hut and Fresh Market for prizes
- The summer lunch program is serving 85 kids already. Breakfast is handed out at the lunch time too.
- Christina is doing stories to go all summer
- Hedgehog Hanna was held in the basement with 10 animals, the weather did not cooperate.
- Maureen was the first story teller with “We’re going on a Bear Hunt”. There were around 30 attending, 7 books were given away.
- Mr. Baumgartner asked the library to cut the hedge at the alley at the back of the library
- Adult laptops were repaired again, they were not working correctly.
- The first stuffed animal overnight was held, a book was put together.
- Camels will be here the last Tuesday of June at 2:00
- 47 attended story time with Mike Hemmelgarn, magician, juggler and ventriloquist.
- Family escape room is the last week of June. Sign up for 30 minute time slots at adult circulation
- Lots of upcoming summer events, several guest storytellers coming up-Pat Reuter, Angie Deak, Heidi Beer, Katy Stoller and Felicia Mottern.
- Juana’s last day is July 27.

- 4,330 materials went out in May
- May operating income was \$26,262.07

#### COMMITTEE REPORTS

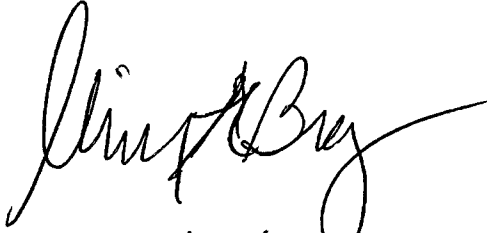
- Personnel – Need to meet July 15 @ 4:30 – discuss raises
  - Clay Brooks
  - Mindy Brooks
  - Dee Kinney
  - Carolyn Zimmerman
- Facilities –
  - Clay Brooks
  - Carolyn Zimmerman
  - Sally Cline
  - Dee Kinney
  - Clay has met with lighting company and organizations/storage companies for the office remodel.
  - Escape room being held in the rental building.
- Computers – The children’s department workstation and office need to be replaced this year. 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.
  - 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. 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

## OLD BUSINESS

- Oscar made a motion to allow \$5,000 in extra expenses for the office remodel project to be used for additional expenses not included in the vendor quotes. Sally 2<sup>nd</sup> and the motion was passed.
- Children's furniture is on hold for now, children are enjoying the tent.

## NEW BUSINESS

- Personnel committee needs to meet before next regular meeting
- 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 will start working on the 2025 budget with an estimated 4% MLGQ
- Felicia will be off for hip replacement surgery August 6 - ?.
- Carolyn made a motion to pay the bills, Oscar 2<sup>nd</sup> and the motion and it was passed.
- Mindy made a motion to adjourn the meeting, Sally 2<sup>nd</sup> and the motion was passed.

  
7/15/24