

# Milford Public Library Board of Trustee Monthly Meeting Minutes

Date: Monday August 17, 2026

Location: 101 N Main St. Milford, IN. 46542

1. President Mindy Brooks called the meeting to order at 5:00 pm.
2. Roll call of board members

|                              |         |
|------------------------------|---------|
| President Mindy Brooks       | Present |
| Vice President Deatra Kinney | Present |
| Treasurer Katy Stoller       | Present |
| Secretary Oscar Hernandez    | Present |
| Member Janna Stollery        | Present |
| Member Sally Cline           | Present |
| Member Justin Beer           | Present |

- Present: Library Director, Karl Stutzman
  - Visitors: Viv Blakeslee, Andrea Newman
  - The Pledge of Allegiance was led by Janna Stollery
3. Approval of the July 20, 2026 Minutes
    - Motion to approve meeting minutes for July made by: Justin Beer, seconded by: Sally Cline, Approve by: All
  4. Approval of the July 28, 2026 Special Facility Committee meeting
    - Motion to approve special facility committee meeting minutes made by: Justin Beer, seconded by: Sally Cline, Approved by: All
  5. Financial report:
    - Motion to accept the financial report made by: Deatra Kinney, Seconded by: Janna Stollery, Approved by: All
    - Motion to accept receipt of all gifts made by: Deatra Kinney, Seconded by: Sally Cline Approved by: All
  6. Library Director report:
    - A. Outreach and Programming
      - Summer Reading Program wrap-up. Hosted the top achieving readers on Saturday August 8, 2026: ice cream, games, and behind the scene tour of the library.
      - Participated in the "Back to School" event at the LITE RISE program: rented Arcade games and passed out library information to the youth attending
      - Maureen prepared gifts for all staff at Milford School and distributed them before started

- Kristina created a handout about the services and resources available at MPL to go with the gifts of Maureen's
  - Exploring the Freedom Truck visit with Chore Time and The Apostolic Church
- B. Board Appointment
- Have received letters of intent to serve on the library board of Trustee, and one letter from Jolene Bailey, Vivian Blakeslee. Good indication of support for the library.
- C. Facilities Projects:
- Have recommendations for the elevator and the HVAC projects
  - The Friends of the Library agreed to hire Neil Olson to custom built bookshelves for the East wall of the basement.
  - Oscar replaced lightbulbs in one of the ceiling globes in the meeting room. Discussed of replacing the globes with flat panel lighting.
  - Karl removed the wallboard in the basement hallway where moisture damage is present. He discovered mold and serious moisture; he purchased a dehumidifier(\$200) and air purifier(\$120) to help with drying and odor control.
  - Once the issue with the moisture in the wall are resolved want to paint the downstairs hallway from bottom of stairs to the meeting doorway and replace the carpet in that area.
  - Yoder Homes Services from Goshen will be coming in on the August 27, 2026 to examine the damage.
  - The Current Fire Protection will come on August 24, 2026 to test sprinkler system, this should be done annually. To prevent code violations.
  - Cottage Watchman will come in on August 19, 2026; to inspect the alarm system. Inspections of alarm system needs to be regularly. To prevent code violations.
  - Cottage Watchman will be replacing the fire alarm panel in the rental and system monitoring tied to emergency services, required by code. This is an emergency safety repair that needed to be done. We will be paying for the monitoring.
  - On Tuesday August 18, 2026 the library will be closed for staff cleanup
- D. Technology Projects & Policy
- The new Ubiquiti gateway & switch are installed, worked with Google team to get our Google admin site set up so that we can begin testing the moving computers to Google Chrome OS Flex as the operating system.
- E. Electronic Payment & Accepting Credit Cards
- Requesting the Milford Public Library to send and receive electronic payments, including receiving card payment. Will pursue options that comply with the Indiana State Bank of Accounts.
  - Would like to purchase a Square cash register as our card payment system, It is State Board of Accounting(SBOC) approved. It will help in receipt and accounting.
  - Motion to purchase a Square cash register with purchase limited up to \$ 1250.00 made by: Justin Beer, seconded by: Katy Stoller, Approved by: All
- F. Finance Procedures
- We have to update our accounting procedures to include the Kosciusko Community Foundation endowment "agency" fund in the financial reporting.

G. Bookmobile idea

- On Hold

H. Gardens

- Leaks in the irrigation system is ongoing with another round of repairs before they shut system down for the Milford town water tower cleaning
- Amy Robison has done more mulching in the gardens and weeding.
- Sally has been monitoring the moisture of the planters due to the irrigation issues.
- Possibility of having the Syracuse Garden Club come in during the fall and help transplanting and cleanup.
- Clay Brooks offered to help with pruning the trees this fall.
- Neem product were sprayed on the various plants to help get rid of insects and fungus

I. Additional Appropriation

- Received word from the Department of Local Government Finance <sup>that</sup> ~~that~~ they reviewed our additional appropriation and everything looks good. MPL board has full spending authority up to the requested \$87,000.

J. Programming in Fall

- Holding off scheduling any programs other than story time at the end of September. Due to the various building projects.
- Hoping to get with the Kosciusko county author's group from Warsaw area. Thinking of a series of local authors.

K. Carpet cleaning downstairs

- Want to clean the meeting room and the Children's room carpet before Winter. A quote of \$850 to do the cleaning.

L. Art Display

- The collaboration of Milford, Syracuse, and North Webster Friends of the library 'Tiny Art Display' was a hit with the patrons.
- A patron contacted us in the hopes of displaying on of her painting that she has been working on this year.
- The America 250 historical displays will be put away after Labor Day, when the tour passport program ends.

M. A Motion to accept the Directors report was made by: Deatra Kinney,

Seconded by: Janna Stollery, Approved by: All

7. Old Business

- Yard Signs: Offer signs to take home by Donations
- Elevator repair maintenance: Motion to use Elevate made by: Justin Beer, Seconded by: Oscar Hernandez, Approved by: All
- HVAC replacement: A Motion to use Dave's for HVAC replacement was made by: Katie Stoller, seconded by: Janna Stollery, Approved by: All
- Motion for authorizing electronic payments made by: Justin Beer, seconded by Deatra Kinney, Approved by All
- Motion to approve Packet (Bad Debt and uncollectible accounts policy, Capital Assets Policy, Credit Card Policy, Electronic Records and Signatures Policy, Gifts and Donations Policy,

Internal Controls Policy, Investment Policy, Materiality Threshold Policy, Investment Policy)  
made by: Katy Stoller, seconded by: Justin Beer, Approved by: All

- Motion for Notice to Taxpayers about Monday August 31, 2026 public hearing on the year 2027 Budget; will start at 5:30 pm at 101 N Main St. made by: Janna Stollery, seconded by: Katy Stoller, Approved by: All
- Motion for Adoption of Budget meeting set for September 28, 2026 at 5:00 pm, made by: Janna Stollery, Approved by: All

8. New Business:

- Personnel committee meeting, to discuss pay of library personnel, set for Monday August 24, 2026 at 5:00 pm.
- Executive meeting to discuss and evaluation of Karl Stutsman one year anniversary as Milford Public Library Director, is set for Monday August 24, 2026 at 5:30 pm
- Motion to the bills made by Deatra Kinney, seconded by: Janna Stollery, Approved by: All
- Motion to adjourn the meeting at 6:51 pm made by Deatra Kinney, seconded by: Justin Beer, Approved by: All