

MILFORD PUBLIC LIBRARY BOARD MEETING

August 16, 2021

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

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

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

LIBRARIANS REPORT –

- We were open 178 days in 2021 with 59 new patron cards issued.
- The adult department had no volunteers in July.
- SRC end of summer party was a big success. Snow cone machine was very popular. SRC was one of the best in recent memory. 13 teens and 79 children participated in program. Attendance was steady throughout the summer.
- Took 54 books to New Beginnings and 6 for teachers
- Criminal history checks are complete.
- Julie attended directors update on ARPA grants. Julie has submitted for \$10,000. Quote for 4 laptops with docking station and furniture to be able to spread out users. It is a reimbursement grant, and must be complete by August 2022.
- Farewell for three summer staff.
- Friends of the Library took care of the Beer Garden. Dick Doll will do so going forward.
- Joe was here, needs to finish wireless setup. Recovering from knee surgery.
- Staff in service for August reviewed Summer Reading Club, and what to do the rest of this year.
- Maureen took back to school teacher treats to school.
- Leftover SRC prizes were drawn for participants.
- 4194 adult materials checked out.
- Not many hits on web site

COMMITTEE REPORTS

- Personnel –
- Facilities –
- Computers –
- Finance –

OLD BUSINESS

- Long Range Plan for 2022-2026
- One clerk position still open, 29 hours, story time and cataloging.
- Air conditioning/Furnace quotes – several received
 - Some included new thermostat, others did not (Bills and Colliers did include)
 - Bill's, n.e.w. and Collier's are all comparable bids.
 - Katy has had good experience with Bill's service responsiveness.
 - The board decided to accept the Bill's Heating quote, with the note that we will reserve the right to leave the old unit in the attic if there is space or it is too difficult to remove. Mindy made a motion to accept their quote, Dee 2nd the motion, it was passed.
- Commercial insurance policy from Hall & Morose was reviewed for general liability for board members and officers.
 - We need an Abuse and Molestation policy to continue to have coverage for this possibility to renew next year.
 - Tina will check Goshen's policy to see if they have something similar or which provider they use.
- Julie working this week on budget input and questions that need to be answered.

NEW BUSINESS

- ARPA grant applied for – should know in September if funded.
- Review internet acceptable use policy (annual review) Tabled for next meeting
- Money from Kosciusko County Community Foundation Grant \$3,944. Deposited to Gift fund in March 2021. Some needed for SRC reimbursement and ordering materials for 2022. \$944 to be used for SRC, \$3,000 will be invested into endowment. Dee made the motion, Mindy 2nd the motion, it was passed.
- Donation from F. Hoerr of \$200 for Beer Garden upkeep. Will be added to Gift fund.
- Policies that need reviewed this year – Photograph policy, Conflict of Interest, Gifts & Donations and Material Selection. Tabled for September meeting.
- Donation from Kosciusko Community Foundation for \$100 in memory of Shari Lambert.
- Surprise donation from Friends of \$1,000.

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

Katy made a motion to accept the parking lot quote, Tina 2nd, the motion was passed.

Mindy made a motion to adjourn the meeting at 6:15 pm, it was 2nd by Dee and was passed.

Mindy Berg 9/20/21