

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

August 19, 2024

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

Lincoln Stoller visited the board and requested permission to use Library for his Passion Project through the school system, an escape room. This will be part of a class he is in for the Fall semester. He will work on the project alongside a library staff member, both Lincoln and the Library will advertise the event, which will run for a week. Oscar made a motion to move forward with the project, Sally 2nd the motion and the motion was passed.

After reviewing the minutes of the July regular board meeting, two minor revisions were noted and made to the master copy that was approved. Katy made a motion to accept the report, Sally 2nd the motion, it was passed.

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

LIBRARIANS REPORT –

- Open 179 days, 123 new patron cards have been issued in 2024.
- There were 125 attendees at the end of summer reading club party.
- 148 children and 48 teens were registered for the summer reading club.
- There were no volunteers in July.
- Stories to go and story time have been well attended.
- Julie attended the LSC meeting in Ligonier.
- Carolyn will not renew her board position going forward. An additional board member is needed.
- Jake has moved on from Blue Byte. Eddie and Gordon are our new contacts.
- Budget submissions will be done earlier so there is time to make corrections in case of any errors. The 2025 budget will now be adopted 14 October, 2024.
- Teacher gifts were delivered to Milford School
- Open positions were advertised, hoping to hire before September.
- Felicia's surgery is postponed until September.
- Over 8,000 hits to the web site
- 5,099 materials went out in July
- July operating income was \$9,044.02.
- 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 – One additional board member is needed now to replace Carolyn. Another will be needed next year to replace Clay.
 - Clay Brooks

- Mindy Brooks
- Dee Kinney
- Oscar Hernandez

- Facilities –
 - Mowing at rental property – is mowing weekly needed? Clay proposed changing the frequency to twice a month. The board agreed to this schedule.
 - A1 concrete leveling came out to evaluate the sidewalks around the building for trip hazards and safety. There are 10 spots identified for a total of \$3,126 to repair all of the spots with a 5-year guarantee. Oscar made a motion to make the repairs and get the sidewalks repaired. Mindy 2nd the motion, it was passed.
 - Cabinet installation in the office is expected to be completed before the end of September.
 - Carpet cleaning will be done upstairs and downstairs October 6 or later. Clay offered to bring in their cleaner to spot clean in the office if needed before then.
 - The Friends would like to replace the teak benches outside with Polywood benches. Sally did research on the project to present to the board for recommendations. Black or Gray is \$509, shades of brown \$544. The Chippendale 48" style is preferred. Oscar made a motion to move forward with two Chippendale style benches, and the Friends to choose the color between gray and tan shades.
 - 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. Clay has been in contact with R. Yoder, they are interested in looking at the project. The sons have taken over the business. Oscar mentioned that J&J (contractor who repaired front stair rail) also does electrical services.

- Computers

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
 - 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 John Keister, we will try to find out his contact information – Bradburry Miller Associates was also a suggestion by other Directors.
 - Julie provided a package of information about the position requirements and state information.

OLD BUSINESS

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

NEW BUSINESS

- SRC club was well funded.
- KCCF money of \$5,536 was received. It was deposited to the Gift Fund on March 20. Sally made a motion to leave the funds in the Gift Fund, Mindy 2nd the motion, it was passed.
- The Internet Acceptable Use, Photograph, Personnel, Conflict of Interest, Gifts and Donations and Material Selection Policies were reviewed and approved for 2024. Katy made a motion to accept, Oscar 2nd. The motion passed.
- \$1260 was quoted for carpet cleaning for the upstairs and downstairs. Oscar made a motion to accept the quote, Katy 2nd, the motion passed.
- Mount Vernon Fire insurance is the new company for Director and Officer Insurance policy.
- Information and research for the new director position recruitment was provided by Julie to the board.
- Letter from Rhonda Helser regarding property tax on mobile homes/manufactured homes was received. This does not appear to affect the library significantly. Julie will respond that it was discussed, and that we do not recommend enforcement.
- Sally asked about who is doing the weeding and maintenance to landscaping. WLM was contracted for three visits a year. It was recommended to get quotes from other vendors and find a new provider.
- Julie received and shared the Kosciusko County Community Foundation with updated balances.
- Oscar mentioned that the Community Foundation of St. Joseph County give art grants. Julie will look into it and provide information at a future meeting.
- Oscar made a motion to pay the bills, Mindy 2nd and the motion and it was passed.
- Mindy made a motion to adjourn the meeting, Oscar 2nd and the motion was passed.

