

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

October 14, 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. Julie Frew was present for the meeting. We had two guests, Nancy Levernier and Mary Duncan (Friends of the MPL).

After reviewing the minutes of the September board meeting, Katy made a motion to accept the minutes from both the 2025 Public Budget hearing and regular board meeting as presented, Dee 2nd the motion, it was passed.

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

LIBRARIANS REPORT –

- Open 228 days, 150 new patron cards have been issued in 2024.
- There may be a new volunteer to write articles, a retired teacher inquired last month.
- Lisa Goon was hired to work 16 hours Thursday and Fridays, McKenzie Wineland was also hired as a shared clerk for upstairs and downstairs.
- Fall story time started
- Dreanna's last day was September 30.
- Carpet cleaning took place October 6.
- The ghost scavenger hunt for Halloween is being worked on.
- Purdue extension on "What's in Your Bag?" is coming in November.
- October will be "Socktober" for new sock donations.
- An additional board member is needed.
- 19,532 hits to the web site.
- 3,973 materials went out in September
- 14 new cards were signed up for in September
- Candy bars are still needed for Halloween
- September operating income was \$7,541.25.

COMMITTEE REPORTS

- Personnel – One additional board member is needed now to replace Carolyn. Several have been approached, but cannot serve now, maybe in the future. Another will be needed next year to replace Clay.
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Oscar Hernandez

-Facilities –

- Rental property is still open, nothing has been done. Lincoln would like to use the north wing rooms for the holiday escape room.
- 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
- The two computers will be moved back into the office by Blue Byte
- The bill for Blue Byte to replace the children's office and children's circ computers has been paid already. The work is to be completed this year.

- Finance

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

- Succession Committee – Julie to retire September 30, 2025. The goal is to have an Assistant Director in place for shadowing for at least 6 months. Identify where to find candidates. IU is the only state school with offering a Library Science degree. 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 Kester, we will try to find out his contact information.

- IU Career Center and Indiana State Library both are resources to post the position. It appears that Indeed also posts the State Library positions, but more information is needed.
- Certification level differences are based on population, which is LC4. Any Bachelor's degree and 15 hours of college level Library Science courses before, during or after bachelor's degree. Library administration is a recommended class by Julie.
- Next steps and targeted dates email to be sent out this month. The target hiring date is tentatively April 1, 2025.
 - Talk to new directors in the area (Syracuse, and North Webster). North Webster used a headhunter, John Keister.
 - Develop job posting, reviewing existing postings from similar sized libraries. Mindy to send samples postings found to the board, Julie provided a sample from Wabash as well.
 - Look into Personality/profile testing inquiry with State Library and possibly headhunter and/or University.

OLD BUSINESS

- The Directors office remodel is moving forward.
 - Cabinet installation in the office was completed October 13.
- Children's furniture is on hold for now. Need something that adults can also use, as well as a table and chairs for tutoring.
- The Friends have replaced the two teak benches outside with Polywood benches. The existing benches were repaired and relocated.
- Two new staff were hired.
- The Library was featured in the Progress insert.
- WLM was contracted for three visits a year. It was recommended to get quotes from other vendors and find a new provider. Clay to follow up.

NEW BUSINESS

- Dee made a motion to adopt the 2025 budget, Sally 2nd, the motion was passed.
 - Three active funds for 2025
 - Rainy Day \$10,000
 - LIRF \$10,000
 - General Fund \$371,722
 - The tax levy is \$245,478
 - The tax rate is 0.0685%
- The 2025 salary resolution was presented. Oscar made a motion to approved the salary resolution, Mindy 2nd, the motion was passed.
 - Julie and Maureen will receive a 7% increase
 - All other employees will receive 5% increase except for the janitor, who does not receive a raise.
- The 3rd quarter PLAC report was signed. No PLAC cards were sold.

- The notice of pending appeals was reviewed. There were some properties and Van Buren township and Town of Milford.
- Director's office remodel installation is complete
 - Sally got a quote for adjusting doors that are crooked or warped already, as well as re-sanding edges, face and back for \$3,103, before Julie's desk was installed. Bracing will be installed to prevent future warping. Hardware installation and repairing and redrilling holes as needed. Two coats of paint to be applied, paint to be provided by the library. Hardware cost is \$311, to be paid by the library. The estimated total additional cost is approximately \$3,600. Dee made a motion to approve the estimate for refinishing the cabinet doors, repairs, hardware and paint. Mindy 2nd the motion. The motion was passed.
 - Shelves will be done first, so that tubs can be put away into the cabinets, organized and in order. Doors will follow after bins are moved back in.
 - An additional table that Julie found is \$1,080. Before deciding on this, Sally will check with Dean to see if wheels and a low shelf can be added to the existing table.
 - Dee suggested establishing a process for sorting through all of the material in the rental building in order to move it back. Many things have been kept for 20 years. Julie has a list of what has to be retained. The goal is to have everything complete by the end of this year. Julie estimates that they can spend 2 hours each afternoon to focus on sorting through. The board suggested moving several boxes over so that Julie and Maureen can go through them while in the building. Additional hours for part time help to work desk hours and other maintenance tasks can be delegated.
- Dee made a motion to pay the bills, Mindy 2nd and the motion and it was passed.
- Dee made a motion to adjourn the meeting, Sally 2nd and the motion was passed.

Julie A. Brey 11/19/24