

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

March 18, 2024

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

After reviewing the minutes of the February regular board meeting, Katy made a motion to accept the minutes with a correction to the date, Oscar 2nd the motion, it was passed.

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

LIBRARIANS REPORT –

- Open 51 days, 30 new patron cards
- No volunteers in February.
- Special story time in February – if a family attends 3 story times, they earn a free book.
- Annual financial report cash and investments was published in the Mail Journal
- Maureen has been doing story time.
- Hired Felicia Mottern, she has been through new employee training.
- Drawing every Friday for adult reading club
- Lego challenge had 5 children in February. Liam Flora won.
- Friends paid \$420 for solar glasses for April 8 eclipse. Put limits on quantity and residency. Must have a library card and two per family
- March Julie will take each Friday as vacation days.
- Jake has been coming from Blue Byte Technology Solutions. Library purchased an iPad with Joe last July. It is used for CriCut and promotional videos, like Staff Picks, etc. It did not get updated when Maria left, Jake cannot get into it, so will need to take it to an Apple store to get back into it. The Lab in Warsaw may be able to help – they work on Mac equipment.
- Need to have more general email boxes so that access can be maintained when there is turnover of staff and login information is not lost.
- Part 2 of empower me, be clutter free is planned
- Spring story time starts April 10.
- Maureen and Felicia will do story time together for a while to train Felicia on how to do a great story time.
- Make & Take crafts will be available the week of spring break. Planning to clean out the closet and use up what is there.
- Working on final plans for summer, waiting to hear back from the Camel Farm and find guest storytellers.
- National Library Week is April 7-13.
- The last clutter free class will be April 25 at 7pm, How to Maintain Order is the topic.
- February circulation was 4,661.
- Operating income was \$7,430.45.
- New web site for the library was launched today.

Katy Stoller
protem

COMMITTEE REPORTS

- Personnel –
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman

- Facilities –
 - Clay Brooks
 - Carolyn Zimmerman
 - Sally Cline
 - Dee Kinney
 - Clay has appointment with lighting company tomorrow at 11:00, and will take photos to send to closet organizer company for ideas and quote on Director's office and workspace.

- Computers – Need to consolidate and standardize email addresses, access to server, remove old names and make easier to maintain access to hardware and programs. Work on this in next year.
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks

- Finance –
 - Clay Brooks
 - Katy Stoller – starting to look at investment options (CDs mainly) for General Operating balance and/or rainy day fund. Presented current options and rates of return. Board to review state board of accounts investment policy. Oscar made a motion to move \$100,000 from the General operating Fund to a 3 months CD at 4.75%. Dee 2nd the motion, the motion passed. Katy will move forward with getting the account set up, Mindy will be on the account as a secondary signer.
 - 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

- ARC continues through March 30
- Children's furniture is on hold
- The new website was launched today

NEW BUSINESS

- The annual distribution of \$5,536.00 from the MPL Endowment fund was received. Katy made a motion to put the distribution into the Gift fund to help with Summer Reading Club expenses. Dee 2nd, the motion was passed.
- Dee made a motion to turn the water off on the rental property, Oscar 2nd, the motion passed.
- Solar eclipse glasses will start distribution April 1.
- Have not heard back from Cottage Watchman about panic buttons
- The State Police notified the library of a change to the criminal history form submission.
- The State Board of accounts sent a notice of the amount due for our nine-day audit. The total is \$4,365.00.
- Irrigation will be turned on next week.
- Friends and another gift were received in memory of Julie's parents
- Dee made a motion to pay the bills, Mindy 2nd and the motion and it was passed.
- Oscar made a motion to adjourn the meeting, Dee 2nd and the motion was passed.