

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

January 20, 2025

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

After reviewing the minutes of the December regular board meeting, Katy made a motion to accept the minutes as presented, Oscar 2nd the motion, it was passed.

After reviewing the minutes of the December year end board meeting, Katy made a motion to accept the minutes as presented, Oscar 2nd the motion, it was passed.

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

LIBRARIANS REPORT –

- Open 302 days, 182 new patron cards
- Storage tubs moving and putting away, stalled for taxes and year end/start work.
- 75 people went through escape room
- Special Christmas story time had 3 kids and 5 adults
- AVC updated their accounting and payroll software to 2025
- Julie watched the Collaborative Library Summer Reading seminar for 1 LEU credit
- Updating from Meraki to Ubiquiti – getting set up. \$1,000 for one time expense. Meraki was a three-year contract for around \$700 each renewal
- Hiring committee can meet and perform interviews, report back to whole board. Can be executive session that has to be advertised.
- Overdrive invoice for 6 months in invoices for month. There will be another invoice in July.
- 4th quarter 941 and workforce development was filed
- AVC set up for 2025, added salary for Assistant Director
- Annual report from State Library due March 1, some information is missing or not working.
- Blue Byte is not on a regular schedule. Billing is over budget, taking a long time to learn system and perform upgrades and update computers. Maureen's computer was not reconnected correctly and runs on wi-fi only. Did not even run cords through holes made in desk when moving the computer. Need to have more troubleshooting done when on site, checking in with staff when here.
 - Blue Byte seems to have a plan of their own, but no one knows what that is. Need to have a plan supplied by them. They do not allow time for on-site troubleshooting when here.
 - The computer committee needs to meet and define requirements and get a clear update from Blue Byte on what their plan is.
 - Julie has communicated with Ed, but service is not being coordinated.

- Plumber from Wallace plumbing checked rental property, found two toilets with problems, was able to fix one, had to order parts for the other.
- Julie found a bank error on a paycheck, gave her a letter to document the error.
- Julie ran all 2024 reports, has not started annual report
- Got 2025 budget order, we are getting what we expected.
- Town is swapping out water meters. Came to make the change, could not find either one, did not check rental. Will try again on January 29.
- Sent 2024 Mail Journals to be microfilmed.
- CDs mature on January 19
- Russ Moe was guest author in January
- Julie and Maureen working on W-2s
- 100R has to be submitted by Katie after January pays are complete
- Adult reading club began January 2.
- Friends met with 6 attending
- Circulation was 54,522 for 2024, where we were before Covid
- Operating income was \$108,884.86, included December draw, property and excise taxes.

COMMITTEE REPORTS

- Personnel –
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman
- Facilities – Rental property and lighting project – have not advertised building for rent yet. It is on the library web site.
 - Clay Brooks
 - ~~Carolyn Zimmerman~~
 - Sally Cline
 - Dee Kinney
- Computers – Need to communicate with Blue Byte to get 2025 annual plan.
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks
- Finance – Two CDs matured over the weekend. Per policy, they need to be cashed out, and board needs to decide if we want to reinvest. Principle amount is \$100,000 each.
 - Katy made a motion to investing approximately \$59,406.27 that is in a General Operating money market account earning only 0.1% to a 3 month CD, and reinvesting in

two \$100k CDs, for 6 months from the general operating fund and 9 months from the Rainy Day fund. Dec 2nd the motion, it was passed.

- Clay Brooks
 - Katy Stoller
 - Oscar Hernandez
 - Mindy Brooks
- Succession Committee – Met to review some applicants, had one virtual interview
 - Clay Brooks
 - Oscar Hernandez
 - Mindy Brooks
 - Dee, Katy and Sally would like to be added as well. Clay made a motion to add them all, Mindy 2nd, the motion was passed.
 - Clay conducted 4 phone interviews. Clay, Mindy and Oscar have done one zoom meeting with a candidate from Kentucky.
 - Thursday night will be the second zoom meeting with a candidate from Goshen.
 - Two other phone interview candidates will be scheduled.
 - There is one candidate from Indeed that needs to be followed up with. They are heavily IT focused.

OLD BUSINESS

- Director's office remodel – move in is continuing. Sally provided an update on the drawer sizes, she will find out what he is going to charge and give him some ideas. Sally has tried to contact a few people about replacing/rewiring the ceiling fan and found one who is willing to do the work by February. He may be able to help with adding some receptacles, but needs to see it first. Sally will call back to get costs for the fan and separately the outlets. We may ask him to look at data lines if he can. We will require a copy of his license and insurance before any work can be done. Sally will also check with JJ Handyman from Leesburg, who did the front railing.
- Children's furniture - two tables and 8 chairs have been ordered. The old furniture was sold a long time ago.
- CDs mature January 19
- 2025 budget order was received January 14.
- Gifts totaling \$1500 were received from Ron Baumgartner and Alvin Haab. Leave where it is.
- Need to find a different landscaping maintenance company. Clay to contact Dynamic in Syracuse, Kyle to continue mowing.

NEW BUSINESS

- Transfer General Operating Funds to Rainy Day Fund
 - Unencumbered funds \$69,615.76 left 31 Dec., 2024– we can move 10% of budget to Rainy Day.
 - Katy made a motion to move \$37,665 from the General Operating Fund to the Rainy Day Fund the remaining amount will stay in the General Operating Fund. Oscar 2nd and the motion was passed.

- Check #14646 needs to be added back to the General Operating Fund in the amount of \$516.00 dated June 20, 2022 due to never being cashed.
- Goshen news requested written notices for 2025
- 4th quarter 2024 PLAC report was circulated and signed
- Notice of pending appeals was circulated for review
- Kyle Smiley left a note that his prices are increasing to \$50 for the library and \$70 for the rental property.
- Policies under review for 2025 are Abuse & Molestation (2022); Crisis Response Plan/Disaster Plan (2022); Unattended Children; Library Meeting Room and Reconsidering Materials Policy.
- Report on MPL Endowment Funds was circulated for review
- Sally proposed returning the old newspapers that have already been scanned back to The Papers. She will follow up with Deb Patterson
- Dee made a motion to pay the bills, Clay 2nd and the motion and it was passed.
- Mindy made a motion to adjourn the meeting, Dee 2nd and the motion was passed.

Mindy Berg
2/17/25