

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

November 21, 2022

The Milford Public Library Board of Directors met with board members present: Carolyn Zimmerman, Katy Stoller, Sally Cline and Oscar Hernandez, Clay Brooks, Mindy Brooks and Dee Kinney. Julie Frew was also present for the meeting. Harper Apted, from Cottage Watchmen, was a guest at the meeting.

After reviewing the minutes of the October board meeting, Dee made a motion to accept the minutes, Carolyn 2nd the motion, it was passed.

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

LIBRARIANS REPORT –

- The library was open 255 days in 2022—132 new patron cards issued this year.
- There were no volunteers in October.
- Landscaping quotes were followed up on for more detail
- Irrigation Guys came to shut down the system, had to find the box on blueprints.
- Moving ahead with project with Joe for Microsoft licensing.
- December and January calendars
- Budget for 2023 submitted, waiting for notification
- 100 fall activity packets were distributed
- Emelia's last day was October 25
- Weeding teen section
- Dean Cousins brought in Milford Railroad sign and hung it.
- November 4 training in Kendallville was very good. Active shooter training in the morning, will call police department to get risk assessment for the building. Afternoon sessions were about 1st amendment audits and "being your best in stressful situations". Got 3 LEU credits.
- Dean will bring in Christmas train after Thanksgiving.
- Julie attended AVC Accounting and payroll webinar.
- Interviews were done, one person hired, one was not.
- Internal controls must be reviewed by staff and board every year.
- Soffit painting was completed. \$1630 was the final bill.
- Internet connection problems continue.
- Oracle elevator billing issues being straightened out.
- 1782 form was received.
- Extra Children's laptops need Cassie installed for timing and security from downloads.
- Server to be finished before the end of this year – Julie has told Joe the due date multiple times.
- New table and stools from Friends of the Library were received in children's department.

- Lego club through the rest of 2022 is planned
- Summer reading club planning session is planned in person in Bremen
- Adult services remain consistent

COMMITTEE REPORTS

- Personnel –
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Carolyn Zimmerman
- Facilities –
 - Clay Brooks
 - Carolyn Zimmerman
 - Sally Cline
 - Dee Kinney
- Computers –
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks
- Finance –
 - Clay Brooks
 - Katy Stoller
 - Oscar Hernandez
 - Mindy Brooks

OLD BUSINESS

- The 2023 budget was submitted October 20.
- The final bill for painting was received and paid.

NEW BUSINESS

- The security system proposals were reviewed from FSS and Cottage Watchman. Carolyn made a motion to accept the Cottage Watchman proposal, Dee 2nd. The board passed and approved the proposal.

Harper Apted from Cottage Watchman visited and reviewed the proposal for the fire alarm system. The system will restore connection, all new equipment, and two way connection. 24/7 monitoring is a service provided. Certification that all components work, checking sensors and zones will be

reviewed. Annual inspections can be provided by Cottage Watchman as well. The system also includes security, which can be accessed via a mobile device if needed. Police can be on the call list if desired and can be specified by zone. Surge protection and power out monitoring are part of system. Trouble only alarms can be set to "do not disturb" hours. Annual maintenance cost for inspection and monitoring will be around \$1,000. Sprinkler and fire extinguisher inspection can be subcontracted through Cottage Watchman.

- Kristina Rodes was hired for 15 hours per week and started November 7.
- 1782 notice was received 11/11. It was returned without changes on 11/14.
- Time to renew bonds. Katy will continue as Treasurer.
- The library will accept donations for the Food pantry November 28- December 30.
- A one-time salary adjustment for 2022 holidays was discussed. This will be for only those who are on staff at this time. To be paid with the mid-December pay check. The amount will be a week of pay, adding \$100 and/or rounding up to the next \$100. \$3850 is the total. Carolyn made a motion to make the following payments, Oscar 2nd. The motion was passed.
 - Julie \$1400
 - Maureen H. \$700
 - Marsha and Maria \$375
 - Maureen C. and Sam \$300
 - Kayla and Kristina \$200
- The Columbian reading circle made a donation in memory of Jim Brooks

Dee made a motion to pay the bills, Carolyn 2nd, the motion was approved.

Carolyn made a motion to adjourn the meeting, it was 2nd by Dee and was passed.

Carolyn Bray
12/14/22