

**Milford Public Library Trustee Minutes**

**Meeting Location: 101 N. Main St. Milford, IN. 46542**

**Date: May 18, 2026**

- 1. Call to Order Time: 4:59 pm**
- 2. Roll Call, Pledge, Mission**
  - a. Pledge of Allegiance: Led by: Janna Stollery
  - b. Mission Statement: Proclaimed by Karl Stutzman

**Attended**

President Mindy Brooks (MB)      Vice President Deatra Kinney (DK)

Treasurer Katy Stoller (KS)      Secretary Oscar Hernandez (OH)

Sally Cline (SC)      Janna Stollery (JS)

Justin Beer (JB)

Library Director, Karl Stutzman

**3. Approval of Previous Minutes**

Review and approve minutes of the April 20, 2026 meeting.

Motion to approve the minutes made by: Katy Stoller, Seconded by: Justin Beer - Previous Minutes are approved by: All

**4. Financial report**

Rainy day CD matured and reinvested into Trust Indiana account.

Funds that were above the appropriated amount for April was invested into the Trust Indiana account

Return on the Trust Indiana account for April were 3.679% APR

In the transition from Mediacom to Goshen Fiber we will pay both until move finalized.

Blue Byte was late in submitting bills, paid several month payments.

Mistakenly double paid the April Amazon bill, May's bill should be less.

The library received a \$ 10,000 gift from Harvest Coffee, which is designated for "Program Support"

**Motion to pay the bills was made by: Deatra Kinney; Seconded by: Janna Stollery.  
Approved By: All**

**Motion to accept the Financial report make by: Janna Stollery,      Seconded by:  
Deatra Kinney. Approved by: ALL**

**5. Library Director's Report**

Upcoming events and programs

A Summer full of events: Copy of Agenda

Community outreach initiatives

Doug Hoerr and family volunteered their time and money in getting the landscaping looking great; just in time for Milford Lion's Fest.

T-Zone volunteering to make Summer reading shirt for our participates.

Events are drawing new visitors along with our patrons to the library.

Staffing

Kristina Rodes: On medical leave starting May 13; for at least two weeks.

Alli Ritter: Resigned

Evelyn Duncan: Started as Summer help May11. She will work for 10 hours a week.

Amber Haab: Will work for 10 hours a week. She has worked for MPL. She has office administration experience.

Laura Green: Will return starting June 2; she will be working for 10 hours. As an elementary educator she will be a great asset.

Technology and resources

Emergency reboot on the computer server because of the extended time trying to get online.

Policy changes or proposals

Gift Funds: Moneys given to the library by the community designated for programs will need to have a fund designated to the care of these funds to be dispersed as the donor wishes.

**A Motion to open a fund for the contributions from the community designated for programs was made by: Deatra Kinney; Seconded by : Oscar Hernandez. Approved by: ALL**

**6. President and Committee reports**

Personnel: None

Facilities: Will need to inform Karl of planned committee meeting to prioritize projects

Finance: None

**7. Old business**

INDOR sales tax: forms to set up sales tax account have been submitted. Have not received a reply, will continue to contact.

Amish collaboration: spoke with Nappanee library director Seth James; he want to explore further. Will send Lavern Kauffman the information he needs for directors June meeting.

Phoenix Tax Service has not given back our 1099 filing; despite repeated attempts to retrieve them.

Fire alarm in rental continues to be a problem. Pursuing other option of designating the building as being used differently. Waiting on the Milford VFD for response to a different use designation to remove the fire alarm from the rental.

Records management: shredded paper records past their retention period with submission of record destruction forms to the county. Need to sort records for duplicates and permanent retention.

Weeding of books process continues.

**8. New Business**

Deatra Kinney would like yard signs to be made to be purchased by patron for fundraiser. The sign would say "I LOVE MY MILFORD LIBRARY"

Oscar Hernandez suggested that we ask our local centenarian; if she would be willing to do a Question and Answer with our patrons

**Capital Projects:**

Submission for an additional appropriation authority: This would allow the board of Trustee to spends funds in the library's accounts above what was budgeted for 2026. Milford Public Library has some Capital Projects that will exceed the original budget for 2026.

HVAC Replacements: \$ 30,000

IT updates: \$ 7,000

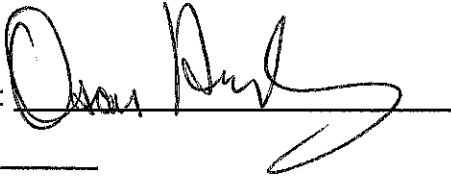
Elevator updates \$ 45,000

Exterior lighting \$ 5,000

**A Motion to submit an additional appropriation authority for the amount of \$ 87,000 was made by: Oscar Hernandez; Seconded by: Justin Beer. Approved by: ALL**

**9. Adjournment: Motion for adjournment made by: Deatra Kinney; Seconded by: Justin Beer. Approved by: ALL**

**Signatures**

Recorded by: Oscar Hernandez; Signed:   
Date Approved: All

