

Milford Public Library Board of Trustee Monthly Meeting Minutes

Date: Monday July ²⁰~~21~~, 2026

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

1. President Mindy Brooks called the meeting to order at 5:00 pm.
2. Roll call of board members

President Mindy Brooks	Present
Vice President Deatra Kinney	Present
Treasurer Katy Stoller	Absent
Secretary Oscar Hernandez	Present
Member Janna Stollery	Present
Member Sally Cline	Present
Member Justin Beer	Present

- Present: Library Director, Karl Stutzman
 - The Pledge of Allegiance was led by Janna Stollery
 - Library's Mission Statement read by Karl Stutzman
3. Approval of the June 15, 2026 Minutes
 - Motion to approve meeting minutes for June made by: Justin Beer, seconded by: Janna Stollery, Approved by: All
 4. Financial report:
 - Motion to accept the financial report made by: Deatra Kinney, seconded by: Sally Cline, Approved by: All
 - Motion to accept receipt of all gifts made by: Oscar Hernandez, seconded by: Janna Stollery, Approved by: All
 - Claims for June signed by All
 5. Library Director's Report:
 - Summer reading program participation numbers were down from last year; due to the event running one week less. Kids enjoyed the end of summer reading activities.
 - The Kosciusko County Council voted in favor of the additional appropriation of \$87,000 of funds from LIRF and Rainy Day.
 - A letter is drafted for the Indiana Library and Historical Board requesting a waiver of the public library standards compliance for 2025. We were cited for non-compliance of the 8% spending of our operating expenses. Several factors contributed to this non-compliance: director transition, Baker & Taylor going out of business, and need to retire books. Karl suggested adding electronic books in Libby in the future.
 - Technology and facility: new computer network equipment was purchased and was installed by Blue Byte on June 13. Karl can now manage filtering and WIFI networks.
 - Elevator emergency phone installed by Kings III Emergency Communications on June 13. Elevator will pass permit inspection. A fee of \$ 50.00 monthly for connectivity and monitoring will be a recurring expense on our library credit card.
 - July 14 and July 15: The library had a short emergency closure, due to the fire alarm system triggering. The fire department responded and assessed no fire issue. Cottage Watchman determined that dust entered the alarm and caused it to sound the false

alarm; Ritters was in attic obtaining a quote for lighting and HVAC. An annual inspection of our fire detection will be added to their other services. A new alarm system is needed in the rental; getting quote.

- Amish bookmobile: Lavern Kauffman is interested in this endeavor.
- Wawasee school appointment to MPL Board: Deatra Kinney is set to expire July 31, 2026. Karl requested an extension of 90 days to facilitate a replacement for Deatra. Deatra and the Wawasee Board agreed to the proposal. Karl request that the board of trustee submit possible nominees.
- Friends of the Library: They continue to support the library with the book sales and their love of the community that we serve: an example is the "Tiny Art" exhibit; a collaboration with the North Webster and Syracuse library friends.
- A motion to accept the library director report was made by: Justin Beer, seconded by: Deatra Kinney, Approved by: All

6. President and Committee reports:

- Mindy Brooks updated us on the yard sign. Signs would cost \$10.00 apiece. Mindy wanted input from the board on best to promote and distribute the signs to our patrons.
- A motion was made to purchase 50 signs for \$500.00 by Oscar Hernandez, seconded by Deatra Kinney, Approved by: All

7. Old Business:

- Capital Projects: The facility committee will meet on Tuesday July 28, 2026 at 2:00 pm in the basement of the Milford Library. The committee will discuss the time line to start on the HVAC, Elevator, and the Lighting projects.
- A motion was made to have a Facility Committee meeting on Tuesday July 28, 2026 at 2:00 pm by: Janna Stollery, seconded by: Oscar Hernandez, Approved by: All
- A motion to the closing of the Milford Public Library on August 18, 2026 to clean up work and storage areas was made by: Justin Beer, seconded by: Oscar Hernandez, Approved by: All
- Motion to approve the Personnel Policies and Procedures made by: Justin Beer, seconded by: Oscar Hernandez, Approved by: All
- Motion to table the Finance and Asset Safekeeping and policies and procedures made by: Justin Beer, seconded by: Deatra Kinney, approved by: All

8. New Business:

- Motion to pay the bills made by: Deatra Kinney, seconded by: Oscar Hernandez, Approved by: All
- Motion to adjourn the meeting made by: Deatra Kinney, seconded by: Janna Stollery, Approved by: All
- Meeting adjourned at 7:15 pm

Recorded by: Oscar Hernandez, Secretary.

Approved on: August 17, 2026 Signed: 