

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

November 18, 2024

The Milford Public Library Board of Directors met with board members present: Oscar Hernandez, Sally Cline, Katy Stoller, Clay Brooks, Dee Kinney and Mindy Brooks. Library Director, Julie Frew, was also present at the meeting. There were two guests: Nancy Levernier and Mary Duncan (from the MPL Friends).

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

The October Financial Report was reviewed by the board. It was noted that the next draw will be in December. Katy made a motion to accept the report as presented. Oscar 2nd, the motion passed.

LIBRARIANS REPORT –

- Open 255 days, 166 new patron cards have been issued in 2024.
- Blue Byte moved computers back into the office to new desks.
- 2025 budget was submitted on October 17, 2024.
- Bill's heating did maintenance on all 5 furnaces.
- The office table was updated by Dean and is in place now.
- 114 kids came through for the scavenger hunt
- The annual fire extinguisher inspection was completed by Nowak Supply.
- Lego Saturday had 2 participants, lego challenge had 3.
- Socktober was a success with 246 pairs collected.
- Purdue extension program "What's in your bag" had 14 people attend.
- October in service day included gathering information for updated job descriptions. Staff was able to indicate interests and things they would like to get involved in or learn more about. The goal is for two people plus the director to know how to do each task.
- An additional board member is needed.
- 10,995 hits to the web site.
- 5,358 materials went out in October
- 22 new cards were signed up for in October
- October operating income was \$7,670.94.

COMMITTEE REPORTS

- Personnel – One additional board member is needed now to replace Carolyn. Several have been approached, but cannot serve now, maybe in the future. Another will be needed next year to replace Clay when his terms expire. Mike Clark is interested in serving starting in the Spring.
 - Clay Brooks
 - Mindy Brooks
 - Dee Kinney
 - Oscar Hernandez

- Facilities –
 - Lincoln will be hosting his escape room December 16-20 and, 23, 26 and 27 in the north wing rooms for the holiday escape room. (Rental building).
 - Rental property is still open, nothing has been done.
 - Clay Brooks
 - Carolyn Zimmerman
 - Sally Cline
 - Dee Kinney
 - Clay has met with lighting company, but no additional contact has been made since the office remodel is the focus. Clay has been in contact with R. Yoder, they are interested in looking at the project. The sons have taken over the business. Oscar mentioned that J&J (contractor who repaired front stair rail) also does electrical services.
 - OCRA lighting grant – Syracuse. Vendor out of Ohio, Syracuse is willing to help us get in touch

- Computers

The server will need to be replaced in 2027.

 - Additional charging stations built in would be helpful, will discuss with IT provider.
 - Clay Brooks
 - Oscar Hernandez
 - Katy Stoller
 - Mindy Brooks
 - The bill for Blue Byte to replace the children's office and children's circ computers has been paid already. The work is to be completed this year.
 - Laptops have been reviewed and updated.
 - New staff computers have not been installed and updated yet.

- Finance
 - Clay Brooks
 - Katy Stoller
 - Oscar Hernandez
 - Mindy Brooks

- Succession Committee – Julie to retire September 30, 2025. The goal is to have an Assistant Director in place for shadowing for at least 9 months. Identify where to find candidates. IU is the only state school with offering a Library Science degree. The 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
- A draft job description was sent to board members for input and feedback. The updated version will be sent to Julie for final review.
- Proposed process:
 - Phone interview with a board member
 - In-person interview with Julie and some board members
 - Online assessment
 - 2nd in-person interview, Julie and selected staff and board members
 - Offer to new Director
- Get a professional headhunter/recruiter to help with job description, posting and recruiting plan. North Webster used him, we will try to find out his contact information.
- IU Career Center and Indiana State Library both are resources to post the position. It appears that Indeed also posts the State Library positions, but more information is needed.
- Certification level differences are based on population, which is LC4. Any bachelor's degree and 15 hours of college level Library Science courses before, during or after bachelor's degree. Library administration is a recommended class by Julie.
- Next steps and targeted dates email to be sent out this month. The target hiring date is tentatively April 1, 2025.
 - Talk to new directors in the area (Syracuse, and North Webster). North Webster used a headhunter, John Keister.
 - Develop job posting, reviewing existing postings from similar sized libraries. Mindy to send samples postings found to the board, Julie provided a sample from Wabash as well.
 - Look into Personality/profile testing inquiry with State Library, Indiana Works and possibly headhunter and/or University.
 - Dee and Sally visited local libraries to gather input:
 - Willing to do a lot on their own
 - Have or willing to get Master of Library Science, offer some reimbursement. Typically \$1600/3 credit hours. Commitment to stay for a certain number of years if library pays. Syracuse offers \$1k/yr
 - Someone who is a community person and willing to get involved
 - Tech-savvy or willing to learn
 - Have they done research on Milford (interview questions)
 - Philosophy on change? Nothing major for first year
 - Neutrality of library important
 - Salary – gateway site for information, Syracuse \$45k + \$6k for insurance in 2015, \$76k now.
 - Amy Dennis is asst. Director at North Webster
 - Both Syracuse and North Webster have children/youth services manager

- Staff count, Milford 7-9, Syracuse has 5 people with Library Science Master's degree, including Kim. Anna at North Webster has her Master's degree as well.

OLD BUSINESS

- The Directors office remodel is moving forward.
 - Cabinet installation in the office was completed October 13.
 - Move is coming along
 - Kenny moved shelves back in, doors have not been started yet. Sally checked with them, they will be done by Christmas.

NEW BUSINESS

- 2025 budget was submitted
- Julie received 1782 on November 13, no changes were requested.
- Children's furniture is on hold for now. Need something that adults can also use, as well as a table and chairs for tutoring.
- The Friends have replaced the two teak benches outside with Polywood benches. The existing benches were repaired and relocated. Dedication plaques will be installed on the new benches.
- The year-end wage supplement was reviewed and discussed
 - Mindy made a motion for the following for year- end wage supplements for the current staff. The total available is \$10,669. The remainder of \$7,100 is designated for the new Director pay in 2025 \$7,100.
 - The total proposed is \$3500
 - Cheyce \$250
 - Felicia \$350
 - Lisa \$170
 - MacKenzie \$130
 - Julie \$1,500
 - Maureen \$850
 - Kristina \$250
- Evergreen fee will increase to \$1,908.34 in 2025
- A group came propose offering blood pressure machines that can be checked out. Julie to get more information.
- Oracle elevator will now be part of Elevated, and API group.
- Blue Byte wants us to migrate to a non-profit Microsoft 365 cloud-based server that is maintained remotely. The entire Office suite is part of the upgrade. Will reduce software and in -person visit costs. The estimated cost is \$780, with labor and software and migration included. This is tabled for a month to do more research.
- Dee made a motion to pay the bills, Oscar 2nd and the motion and it was passed.
- Mindy made a motion to adjourn the meeting, Sally 2nd and the motion was passed.

 12/16/24