

## MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

September 16, 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.

After reviewing the minutes of the August regular board meeting, Katy made a motion to accept the minutes from both the Personnel Committee meeting and regular board meeting as presented, Sally 2<sup>nd</sup> the motion, it was passed.

The August Financial Report was reviewed by the board. Katy made a motion to accept the report as presented. Dee 2<sup>nd</sup>, the motion passed.

### LIBRARIANS REPORT --

- Open 206 days, 136 new patron cards have been issued in 2024.
- There were no volunteers in August, but a few have been asking about volunteering.
- Kyle Smiley is now mowing the rental twice a month rather than weekly.
- Carpet cleaning will take place October 6 at 8:30
- A-1 Concrete leveling was here today to work on leveling sidewalks per quote.
- Blue Byte has been putting a lot of time in on laptops. They have been reverting to their default settings and getting very hot.
- Julie double checked with other LSC librarians that we can use Rainy Day funds to pay wages
- October 14 at 5:00 is the budget signing date so there is time to make corrections in case of any errors.
- The Form 3 that was submitted was shared.
- Felicia should be back later this week if she is released.
- The library was closed on September 6 and 7 due to a lack of available personnel. Surgery, travel and illnesses were the cause.
- The ghost scavenger Halloween is in works
- Purdue extension on "Staying scam save" is coming this month
- October will be "Socktober" for new sock donations.
- An additional board member is needed.
- Over 11,000 hits to the web site.
- 4,171 materials went out in August
- August operating income was \$7,755.08.

### COMMITTEE REPORTS

- Personnel – One additional board member is needed now to replace Carolyn. Another will be needed next year to replace Clay.
  - One interview is scheduled this week.
  - Clay Brooks
  - Mindy Brooks

- Dee Kinney
- Oscar Hernandez
- Facilities –
  - A-1 concrete leveling was at the library Monday, September 16 to repair and level the sidewalks.
  - Rental property is still open, nothing has been done. Lincoln would like to use the north wing rooms for the holiday escape room.
  - Cabinet installation in the office is expected to be completed in October. There was an error in the countertop production. Maureen’s area is ready to be moved back into. Sally and Dee have concerns about the finish of the shelves. They feel that polyurethane should be applied – 2 coats is preferred for dusting on and inside the cabinets. This will need to be hired out to do the work. Sally will get quotes to redo the finish.
    - The sink does not work and hasn’t since the cabinets were installed. When they were installed, the water would not come back on.
    - Maureen’s keyboard tray needs to have a back and sides for her pens and misc. items.
    - Julie does not want the keyboard tray.
  - 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.
- 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.
- 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 the degree available. 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
  - Get a professional headhunter/recruiter to help with job description, posting and recruiting plan. North Webster used John Kester, we will try to find out his contact information.

#### OLD BUSINESS

- The Directors office remodel is moving forward.
- Children's furniture is on hold for now, children are enjoying the tent.
- Carpet cleaning is October 6 at 8:30 am.
- The Friends would like to replace the two teak benches outside with Polywood benches. Mary Duncan presented the color choice from the Friends. Chippendale is the style, the preferred color is Sahara. The existing benches have some missing boards, that would require repair. Sally will check with Dean Cousins to see if he can repair them. They will be moved inside during the winter.
- The Friends of the Library rummage sale was last weekend, they did not quite meet their goal. Some items were selected to store in a room at the rental property to save for the next sale.
- WLM was contracted for three visits a year. It was recommended to get quotes from other vendors and find a new provider.

#### NEW BUSINESS

- Form 3 was submitted on August 23.
- Julie is holding interviews this week for 29 hours a week.
- The library will have an ad and article in the Progress insert October 2.
- Dee made a motion to pay the bills, Oscar 2nd and the motion and it was passed.
- Dee made a motion to adjourn the meeting, Oscar 2<sup>nd</sup> and the motion was passed.

*Mindy Brooks 10/14/24*