

## MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

February 19, ~~2023~~ 2024

The Milford Public Library Board of Directors met with board members present: Clay Brooks, Katy Stoller, Mindy Brooks, Sally Cline and Oscar Hernandez. Carolyn Zimmerman and Dee Kinney were absent. Julie Frew was also present for the meeting.

After reviewing the minutes of the January regular board meeting, Katy made a motion to accept the minutes with a correction to the operating income amount, Oscar 2<sup>nd</sup> the motion, it was passed.

After reviewing the minutes of the January finance board meeting, Katy made a motion to accept the minutes as presented, Oscar 2<sup>nd</sup> the motion, it was passed.

The January Financial Report was reviewed by the board. Katy made a motion to accept the report, Oscar 2<sup>nd</sup> the motion, it was passed.

### LIBRARIANS REPORT –

- Open 26 days, 11 new patron cards
- No volunteers in January.
- Walk through rental property with Pam Kennedy took place, all went well and deposit refund will be processed.
- Audit was completed, there were no comments on the audit.
- Adult reading club began January 2. 62 people are signed up so far.
- Tax uploading now required for the number of employees the library has. Julie contacted Sondra Locke to help with uploading the files. Everything was filed on time. Waiting to receive new password information.
- Evergreen was upgraded and worked smoothly
- Annual debt report is complete – there is no debt.
- Kristina has been doing stories to go at New Beginnings.
- Maureen is doing story time with kids on Wednesdays.
- State report has been filed. DUNS number is no longer required, a new number is needed and has been received.
- Valentine's Day drawings for kids and adult departments.
- 2023 Cash and Investment Statement (AFR) will be in paper this Wednesday.
- Winter story time is done March 13
- January circulation was 4,655.
- Operating income was \$8,772.12.
- Evergreen will be adding Aspen Discovery to catalog and combine Evergreen and Libby records. Materials will be consolidated, our materials will come up first, then other libraries will appear after. This will launch March 19.

## COMMITTEE REPORTS

- Personnel –
  - Clay Brooks
  - Mindy Brooks
  - Dee Kinney
  - Carolyn Zimmerman
  
- Facilities –
  - Clay Brooks
  - Carolyn Zimmerman
  - Sally Cline
  - Dee Kinney
  
- Computers – Jake has started with 4 hours a month on site and one hour remote, going well so far.
  - Clay Brooks
  - Oscar Hernandez
  - Katy Stoller
  - Mindy Brooks
  
- Finance –
  - Clay Brooks
  - Katy Stoller – starting to look at investment options (CDs mainly) for General Operating balance. Will present options to board at next meeting.
  - Oscar Hernandez
  - Mindy Brooks

## OLD BUSINESS

- Transferred \$40,320.00 from General Operating to Rainy Day fund on January 15.
- LED project – letter received from Sarah (grant writer), notice of raising rates. Clay has talked with Mike Denny about the project to find out what is stalling the project, some seems to be the manufacturer.
- Mindy made a motion to continue working with Sarah to pursue a grant for the lighting project. Sally 2<sup>nd</sup>, the motion was passed.
- Audit for 2019-2022 exit conference/report is posted.
- ARC continues through March 30.
- 3 members are coming up for renewal or expiration of their term in July. Sally, Mindy and Carolyn.
- Julie has three interviews scheduled for open positions on Thursday this week. Need someone in children's department for 20 hours a week /5 days a week. Cheryce is going back to school for Master's in Library Science. Other summer help will also return so no posting is needed for those positions.
- Children's furniture is on hold

## NEW BUSINESS

- Election of officers for 2024
  - President – Clay Brooks
  - Vice President – Dee Kinney
  - Treasurer – Katy Stoller
  - Secretary – Mindy Brooks
- Committees for 2024
  - Personnel
  - Facilities
  - Computer
  - Finance
  - Succession Committee
  - All stay the same for 2024
- Mindy made a motion to keep the elected officers and committees the same for 2024. Katy 2<sup>nd</sup> the motion and it was passed.
- Resolution for non-Resident fees – needs to increase to \$62 from \$60. Oscar made a motion to establish the increased fee, Sally 2<sup>nd</sup>. The motion passed.
- MPL Endowment fund report was shared.
- Rental building walk through was reviewed. Clay will contact the Milford Fire department to make sure it is up to date with fire suppression, and Joe Shettler how to summarize/winterize. It is in good shape, just normal wear. The board will consider if they want to work with a realtor to rent the space or handle it themselves.
- The Friends group donated \$500 to the endowment. This has been an annual donation.
- Mindy made a motion to pay the bills, Oscar 2<sup>nd</sup> and the motion and it was passed.
- Mindy made a motion to adjourn the meeting, Sally 2<sup>nd</sup> and the motion was passed.

*Mindy Brooks 3/18/24*