

MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

December 16, 2024

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

After reviewing the minutes of the November 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 November 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 279 days, 175 new patron cards have been issued in 2024.
- 4 boxes of food donations were collected and donated to the food bank
- Felicia is having a special Christmas story time on Wednesday this week.
- The annual library bookkeeping report and webinar was attended by Julie
- McKenzie is helping with news releases
- Evergreen was updated. It is slow but working ok.
- The library participated in The Papers Christmas giveaway
- Collecting donations for the food pantry
- Girls went to pick up storage tubs and emptying. Will need help moving items from the janitors closet that are heavy and need to go overhead. Going through roughly 3-4 bins a week. Scanning story time materials in 3 year spans, then disposing of papers.
- Technology issues with Microsoft 365 tenant, having to remote in often. Two new computers are not working well with the rest of the system. Appears to be some compatibility issues, Blue Byte is working on it.
- The reindeer program only had 26 attendees. It was the coldest night of the year, so lower attendance than expected.
- Children are dropping off letters to Santa, those will be sent soon.
- Lincoln's Christmas escape room opened today.
- The last meeting of the year is Monday, December 30 at 5:00. It should be a short meeting.
- Lego Saturday had 0 attendees, Lego challenge had 0.
- An additional board member is needed.
- 8,899 hits to the web site.
- 4,513 materials went out in November
- 31% of population in market served has a library card.
- November operating income was \$7,575.23.

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 property is still open, nothing has been done.
 - There is a wasp nest in the Library attic that was discovered when Bill's Heating was maintaining the furnaces.
 - 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 children's office and children's circ computers have been installed and are being debugged and set up.

- 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
 - The shortened job description is posted on Indeed and will be posted to the Indiana State Library as soon as the account is approved.
 - 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.
 - 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.
 - 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, moving about 4 tubs a week
 - Kenny moved shelves back in, doors have not been started yet. Sally checked with them, they say they will be done by Christmas.
- 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 was tabled from last month to do more research. It would eliminate the need for having two servers. This would be an annual cost for maintenance and software subscription. Dee made a motion to accept the proposal from Blue Byte to purchase Microsoft at the quoted rate. Mindy 2nd the motion, the motion was passed.

NEW BUSINESS

- Children's furniture is on hold for now, children are enjoying the tent. Need something that adults can also use, as well as a table and chairs for tutoring.
- The 2025 pay schedule, holidays and board meeting dates were reviewed. Katy made a motion to accept the dates as presented, Oscar 2nd the motion, and it was passed.
- The Papers requested written notices for 2025. Julie shared the dates.
- Clay will contact Lori to pick up tubs we are not using, and bill us for the ones we are keeping.
- A \$1,000 gift was received from Ron Baumgartner, and \$500 and a painting from Alvin Haab. It is in the gift fund now.
- 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, Dee 2nd and the motion was passed.

Mindy Bray 1/20/25