

## MILFORD PUBLIC LIBRARY BOARD MEETING

September 20, 2021

The Milford Public Library Board of Directors met with board members present: Clay Brooks, Tina Ervin, Carolyn Zimmerman, Mindy Brooks, Dee Kinney and Sally Cline. Katy Stoller was absent. The meeting had one visitor.

After reviewing the minutes of the August board meetings, Mindy made a motion to accept the minutes, Sally 2<sup>nd</sup> the motion, it was passed.

The August Financial Report was reviewed by the board. The remaining balance of the Wireless Grant will be moved into Operating Fund to reimburse for COVID PPE equipment. Dee made a motion to accept the report, Caroline 2<sup>nd</sup> the motion, it was passed.

### LIBRARIANS REPORT –

- We were open 204 days in 2021 with 71 new patron cards issued.
- September is national library card month, giving away new tote bags for anyone getting a new card.
- The adult department had 1 volunteer in August for a total of 1.75 hours.
- Julie had her budget help session review. Julie had trouble with new microphone during help session and will need to have Joe fix.
- Mike Clark came and cleaned carpets.
- Two orders for books were placed in September, one in August
- Bill's heating replaced furnace and removed old one from attic, discovered a different A/C unit had mold in pan, fixed while they were here.
- Julie attended directors update on ARPA grants. Julie has submitted for \$10,000. Quote for 4 laptops with docking stations and furniture to be able to spread out users. It is a reimbursement grant, and must be complete by July, 2022. We were notified that we received the full grant.
- Airgood electric replaced light bulbs.
- Dick Doll taking care of Beer Garden going forward.
- R. Yoder construction called to take a look at hole in soffit. Supposed to be here last week but did not show up yet.
- Streby and Mann called to fix irrigation, one large pot was not getting water.
- 3971 adult materials checked out.
- Not many hits on web site still.
- Children's department has a new coding kit that can be checked out.

### COMMITTEE REPORTS

- Personnel –
- Facilities – Hole in soffit being looked at by R. Yoder

*Mindy Brooks*  
10/18/21

- Computers – Joe planning to retire in a few years but is putting a succession plan in place.
- Finance –

#### OLD BUSINESS

- Long Range Plan for 2022-2026
- One clerk position still open, 29 hours, story time and cataloging. Will probably have another position opening soon. Kathleen also may be moving. Three people will still be here, trying to keep library open for 48 hours. May try other job posting options.
- Policies under review – Internet Acceptable Use policy – (annual), Photograph policy, conflict of interest, gifts & donations and Material selection policy.
  - Policies were reviewed, and it was determined that no changes were needed.
  - Internet policy may need updates due to ARPA Grant.
- Air conditioning/Furnace work has been completed

#### NEW BUSINESS

- Notified that ARPA grant applied for was approved for \$10,000.
- Submitted Form 3 in Gateway 8/30/21
- Thank you form Kosciusko Country Community Foundation for \$50 IMO Shari Lambert and reinvestment of \$3,000 from annual distribution
- Kosciusko County community fund disbursement notification for \$788 and \$3742 was received for 2022.

Dee made a motion to pay the bills, Sally 2<sup>nd</sup>. The motion passed.

Mindy made a motion to adjourn the meeting at 5:34 pm, it was 2<sup>nd</sup> by Dee and was passed.