

## MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

May 20, 2024

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

After reviewing the minutes of the April regular board meeting, Katy made a motion to accept the minutes, Carolyn 2<sup>nd</sup> the motion, it was passed.

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

### LIBRARIANS REPORT –

- Open 103 days, 59 new patron cards
- There were no volunteers in April.
- Story time attendance has been good, Maureen and Felicia are doing a great job
- Julie attended LSC long range planning meeting
- Kyle Smiley is now mowing the rental property for an additional \$60, for a total of \$100
- Scott Gingerich looked at the rental property. He thought it would be very complicated to rent to different tenants due to single utility. Inside the reception area had an area that looked “warped or bent”.
- Jeanette retired in April.
- Children book week with a stuffed animal giveaway was a success
- Staff is working on the Summer Reading Club brochure – Julie is reviewing and proofreading so staff is ready to handle on their own next year.
- Cottage watchman is coming May 28 to disarm chirping smoke alarm and will install one where it can be reached.
- Teddy Bear tea had 20 attendees for last story time
- Kindergarten and 1<sup>st</sup> grade visited
- New website page views have gone up significantly
- April operating income was \$7,450.51
- Children’s programs had several programs with good attendance.

### COMMITTEE REPORTS

- Personnel –
  - Clay Brooks
  - Mindy Brooks
  - Dee Kinney
  - Carolyn Zimmerman
- Facilities –

- Clay Brooks
  - Carolyn Zimmerman
  - Sally Cline
  - Dee Kinney
  - Clay has met with lighting company and organizations/storage companies for the office remodel.
    - Organization company provided quote for decluttering and organizing the office area. The quote is for 60-80 hours, \$4,320 is the estimate for 60 hours.
    - They will remove all items and determine with staff what should be kept, stored, discarded, etc.
    - Cabinetry was measured and quoted. Floor to ceiling cabinetry, built in work spaces, secure file storage for sensitive documents, include office and break room/storage area. Considering maple material that would be painted, want to use harder wood that can handle heavy loads. The company measured the binders and items that need to be stored in specific sizes, so the spaces will be appropriate for the needs. Quote is for \$18,500 plus painting for \$1,800.
    - Organization and replacement will be done in three stages, each office and back room. We need to decide about cleaning carpets, removing/replacing wall paper, painting, etc.
    - Donated funds from the Seely family and Friends of the Library will cover most of this project. There are additional LIRF funds that can also be used for the project.
    - Timing of the project – could start in June and finish this summer.
    - Carolyn made a motion to accept the proposals and start the remodeling project, Oscar 2<sup>nd</sup> the motion. The total is roughly \$25,000 plus painting and cleaning costs. The motion passed unanimously.
  - Scott Gingrich visited the rental property. His feedback is noted in the Librarian report.
- Computers – The children’s department workstation and office need to be replaced this year. The server will need to be replaced in 2027.
    - Additional charging stations built in would be helpful, will discuss with IT provider.
    - The iPad is working now, Katy helped get it resolved.
    - The previous printer problems have been resolved via Blue Byte
      - Clay Brooks
      - Oscar Hernandez
      - Katy Stoller
      - Mindy Brooks
- Finance – the CD at Lake City Bank has started. It expires July 17. The rate was at 5.47% on the date signed. Katy will file last month’s minutes at Lake City Bank.
    - Clay Brooks
    - Katy Stoller
    - Oscar Hernandez

- Mindy Brooks
  
- Succession Committee – Julie to retire September 30, 2025. Goal is to have an Assistant Director in place for shadowing for at least 9 months. Identify where to find candidates. IU is only state school with the degree available. 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

#### OLD BUSINESS

- Children's camp adventure to be put in the downstairs area.

#### NEW BUSINESS

- Sign the register for claims for the 3/19 – 4/15 Katy, Oscar, Carolyn and Sally
- NIPSCO budget payment went down to \$843 from \$906
- SRP Escape the Mummy's tomb escape room for a whole week - June 24-28. The board agreed that this can be held in the rental property. Camels will come to visit the last week of June. Mindy made a motion to approve holding the escape room in the rental property, Carolyn 2<sup>nd</sup> and the motion passed.
- SRP brochure is ready to be taken to Milford School
- Additional LIT certified shares of \$18,772
- The elevator needs oil during the next service visit
- Dee made a motion to pay the bills, Carolyn 2<sup>nd</sup> 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*  
6/17/24