

## MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

November 20, 2023

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

After reviewing the minutes of the October board meeting, Katy made a motion to accept the minutes with one correction, Sally 2<sup>nd</sup> the motion, it was passed.

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

### LIBRARIANS REPORT –

- Open 256 days, 149 new patron cards
- No volunteers in October.
- Julie attended an accounting seminar.
- WLM shut down the irrigation system.
- 2024 Budget was uploaded to Gateway on October 25th.
- New copier to be delivered this week, old one removed.
- Story time is ongoing, low numbers lately.
- Julie attended the Annual Report and bookkeeping webinar.
- Audit is ongoing. There are nearly daily requests for information.
- Lego club is ongoing
- Oscar has been in to change lightbulbs, elevator is lit now, outside is next
- 6 winners for children's book month
- Another \$1,000 was received for the Beer Garden maintenance
- Mike Clark will spot clean basement carpets when weather is cooperative
- December 7 at 7:00 is animals of the north pole program
- Table top Christmas tree decorating workshop upcoming.
- October circulation was 4,648, ahead of last year.
- Operating income was \$8,022.84
- Discussion was held on what the donations to the Beer memorial garden donations will be used to maintain. There is no documentation on what is the Beer Garden. By word of mouth from a retired board member, it is only the south corner garden, none of the beds next to the building. Julie has searched through minutes and files, and there is no specific designation.

### COMMITTEE REPORTS

- Personnel –
  - Clay Brooks
  - Mindy Brooks
  - Dee Kinney

- Carolyn Zimmerman
- Facilities –
  - Clay Brooks
  - Carolyn Zimmerman
  - Sally Cline
  - Dee Kinney
- Computers – Joe is set to retire at the end of 2023.
  - Clay Brooks
  - Oscar Hernandez
  - Katy Stoller
  - Mindy Brooks
- Finance –
  - Clay Brooks
  - Katy Stoller
  - Oscar Hernandez
  - Mindy Brooks

#### OLD BUSINESS

- Julie submitted the 2024 Budget forms on October 25
- The board discussed grant money for LED lighting project, working with Sarah Marty. Katy has been in communication; Sarah sent her rates and some initial ideas. She has done some initial research on opportunities that are available. Clay has been in touch with a lighting contractor to get an estimate to redo everything at one time to avoid unforeseen issues, streamline the process and be able to update the entire facility at once. Sarah's rate is \$35/hour. Her fees can be included in the grant request as well. Carolyn made a motion to approve working with Sarah, Mindy 2<sup>nd</sup> the motion, it was passed.
- New children's department furniture was discussed. Some options were shared by Julie. Several have been considered, nothing chosen yet.

#### NEW BUSINESS

- Aspen Discovery project with Evergreen was discussed. It is a project to put all digital content in the online catalog.
- Evergreen update to 3.11 is scheduled for the end of January. Julie will schedule IT time in anticipation of resulting issues.
- The one-time salary adjustment for 2023 was discussed. \$11,800 is unused in salaries for 2023. The board discussed changing what this is called to improve clarity. Mindy proposed using the term "Year-End Wage Supplement", Dee 2<sup>nd</sup> the motion.
  - Dee made a motion to give the staff this supplement for 2023, Carolyn 2<sup>nd</sup> the motion.
  - Amounts have historically been based on a normal week's pay, rounded to a whole value. Proposed amounts for 2023:
    - \$1450 Julie
    - \$850 Maureen

- \$225 Christina
- \$160 Cheryce – started June 2023
- \$350 Jeanette – started February 2023
- \$250 Jennifer – started September 2023
- \$150 Juana – started September 2023
- Carolyn made a motion to approve the above values, Oscar 2<sup>nd</sup> the motion and the motion was approved.
- Dee made a motion to pay the bills, Mindy 2<sup>nd</sup> and the motion and it was passed.
- Tuesday December 26 at 5:00 will be the year end meeting to close the books for the year.
- Mindy made a motion to adjourn the meeting, Dee 2<sup>nd</sup> and the motion was passed.

Mindy Boy 12/18/23