

# Milford Public Library

**TO ALL RESIDENTS OF VAN BUREN AND EAST JEFFERSON TOWNSHIPS:**  
The Milford Public Library Board of Trustees will meet at 5:00pm on Monday,  
April 17<sup>th</sup> in the library's meeting room.

## **AGENDA:**

- 1. ROLL CALL**
- 2. APPROVAL OF MINUTES**
- 3. FINANCIAL REPORT**
  - \*Monthly Financial Report**
  - \*Claims**
- 4. LIBRARIAN'S REPORT**
  - \*Adult Services Report**
  - \*Children's Department Report**
- 5. COMMITTEE REPORTS**
  - \*Personnel Committee—**
  - \*Facilities Committee---**
  - \*Computer Committee--**
  - \*Finance Committee—**
- 6. OLD BUSINESS**
  - A. Landscape Upgrade**
  - B. Received Seely bequest—Put in Gift? Put in it's own fund? What do we do with the money?**
  - C Polywood picnic tables**
  - D. SRP donations and plans**
- 7. NEW BUSINESS**
  - A. 1<sup>st</sup> Quarter PLAC-Need President to sign**
  - B. Paying 1<sup>st</sup> Quarter Evergreen Fines/Fees collected**
  - C. Estimates for landscaping care**
  - D. Donation from Ron Baumgartner**
  - E. Donation to MPL Endowment Fund**
  - F. Quarterly Notice of any property tax appeals-Nothing to report**
  - G. Memorandum –Milford Redevelopment Commission Public hearing**
  - H. Additional Items**
- I. ADJOURNMENT**

## MILFORD PUBLIC LIBRARY BOARD MONTHLY MEETING

April 17, 2023

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

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

The March 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 76 days, 30 new patron cards
- No volunteers in March
- More interviews, hired Jerica Bixler for downstairs
- Maria is doing story time
- Carry in for Marsha on the 28<sup>th</sup>
- 69 participants in Adult Reading Club – Katherine Pletcher won tickets to the Wagon Wheel this summer
- Lego club and story time attendance down
- Gave away 96 spring break packets
- Called Wawasee food services program manager about summer lunches – have not heard back
- Called Jon Everingham about intern program – have not heard back
- New provider or courier service, price locked in until 2027
- National Library week this week
- SRC planning is in progress – 4 weeks is \$267 for the Page Turner Kindly Ever After program (online)
- Friends brought staff a charcuterie board for our in-service on the 11<sup>th</sup>.
- Skills worksheet in progress for staff
- Still looking to hire two more part time employees for 15-20 hours per week – summer help needed for 20 hours a week, Wednesdays 1-5 for SRC programs
- Mother's day and Father's day crafts in the works
- Need to decide about painting basement or redoing upstairs office/work space
- Book nook will replace the table and chairs in children's department
- Purging the storage closet in the children's department
- Start purging at rental property soon
- Brain room hard drives need disposed of
- Posts needed for Skateboarding signs

- Adult services – 4,558 materials checked out in March. Continuing to increase, almost back up to 2019
- 15 new registrations
- Income for general operating \$8065.12

#### COMMITTEE REPORTS

- Personnel –
  - Clay Brooks
  - Mindy Brooks
  - Dee Kinney
  - Carolyn Zimmerman
- Facilities –
  - Clay Brooks
  - Carolyn Zimmerman
  - Sally Cline
  - Dee Kinney
- Computers –
  - Clay Brooks
  - Oscar Hernandez
  - Katy Stoller
  - Mindy Brooks
- Finance –
  - Clay Brooks
  - Katy Stoller
  - Oscar Hernandez
  - Mindy Brooks

#### OLD BUSINESS

- Part of Bud Seely bequest received – three checks received \$13,249.16, \$0.06 and \$0.38. Total of \$13,249.60. Remaining approximately \$8,900 estimated from attorney notification and statements. A decision is tabled for next month. Board members will take time to decide what to use this gift for. Katy made a motion to create a new Seely Gift Fund #204. Carolyn 2<sup>nd</sup> the motion and it was passed.
- Polywood tables to be installed at the end of April.

#### NEW BUSINESS

- 1<sup>st</sup> quarter PLAC report was signed
- 1<sup>st</sup> quarter Evergreen fines/fees collected
- Irrigation quote not needed – system only needed minor repairs to get started and running
- Landscape design questions were sent, no answer was received before meeting.
  - Project to be installed by company out of Chicago

- Maintenance to be paid for by Library
- Three proposals were reviewed for maintenance from Beyond Landscaping, Grand Design and WLM. Carolyn made a motion to accept the proposal from WLM, Sally 2<sup>nd</sup>, Clay Brooks abstained from voting as he is an employee of WLM. He will sign a conflict of interest form to certify that he did not have a vote in the board's decision. The board also discussed if Mindy Brooks should vote and did not have a concern of conflict with Mindy voting.
- A start date for the new installation will determine when the maintenance of the property will begin.
- A donation of \$1,000 was received from Ron Baumgartner. Mindy made a motion to use the funds for the Summer Reading Program. Carolyn 2<sup>nd</sup> and the motion was passed.
- A \$25 donation in memory of Alice Duncan Miller was received to the MPL Endowment Fund.
- Milford Redevelopment commission notified the board of a public hearing regarding development of the NE Milford residential program.
- Carolyn made a motion to pay the bills, Mindy 2<sup>nd</sup> and the motion and it was passed.
- Mindy made a motion to adjourn the meeting, Carolyn 2<sup>nd</sup> and the motion was passed.

*Protem  
Clayson*