



Milford Public Library

Minutes for November 20, 2023, at 10:40 A.M.

Present: Lois Studte, Ray Lynch, Joe Zurzolo, Patti Calhoun and J. Denise Baker

Staff present: Lea Rosell & Vivian Erickson

Secretary's Report: Ray moved, and Joe seconded we accept the minutes.

Board Reports: It was decided that we remove this section. If someone on the board has something to tell Lea, he/she will communicate with her.

Director's Report: We will use McNaughton for the top 15 Milford Library choices; James came up with the list from Library software.

Everything is looking great.

Lea and Vivian will meet with Erin for "Pace Your Life." They will do field trips with Senior Citizens.

Phone: the bill for the installation of new phones is now \$120.00 with one dollar a month per number.

FOIA, *Freedom of Information Act*: the library is in good shape. There was one man who requested a check-up for the entire state. We heard no complaints.

Friends: Nancy, Sharon, six women, and one man had a meeting. They resented the high school students being scheduled to come in to move books on December 12th to prepare for Candyland. Once it was explained that the young people could do the heavy work quickly, the minds of the Friends were changed.

Downtown Stroll: the library will distribute candy canes to children downstairs and hot cider to adults upstairs. This is to encourage people to vote for the Christmas Extravaganza.

Program Check List is due to Lib Cal one month ahead of time.

Financial Reports: we need to adjust the agenda on the schedule.

Vivian: Special Project – Becker/Morgan was the only group to respond to our "Needs Assessment." Joe moved and Patti seconded to accept this group and sign their contract. Vivian will set up a meeting with them with the entire board.

OLD Business: Vivian turned in a quarterly report.

Joe wants to have a meeting with Matt Osterling.

Shore United is doing their own Corporate Card.

"Other" – 1. Look at the hours of the Service Guide.

2. There will be Staff Training for CRASE, *Civilian Response to Active Shooter*.



3. We bought one AED unit, and Lea arranged for a free unit from the state of Delaware – the offices of Emergency Medical Services.

New Business: The “Needs Assessment” is done.

Holiday Schedule: Should the library have off December 23rd or 26th? Joe moved to accept the schedule chosen by Lea and Patti seconded.

Wednesday, February 7th: Lea needs to close the library for CRASE Training. She will buy lunch for the staff because they will be here all day.

Christmas Celebration: Lea will poll the staff about what type of celebration to have. Fa La La La La...

Our next Board meeting will be at 10:30 A.M. on December 18th, 2023, and then we will meet at Surf and Turf for lunch.

Joe moved and Patti seconded that we adjourn at 12:03.

This report was respectfully submitted by J. Denise Baker, secretary