



**Milford Public Library**  
**Minutes for February 13, 2024**

President Lois Studte called the meeting to order at 10:33 AM

**Present:** Lois Studte, Ray Lynch, Joe Zurzolo, Patti Calhoun

**Staff Present:** Lea Rosell, Vivian Erickson

**Minutes of December Meeting:** Lois moved; Patti seconded we accept the minutes.

Denise Baker resigned on January 24, 2024. The new secretary will be Patti Calhoun going forward.

**Kit Ryan Woodbury Accounts:** The last investment meeting was on June 23. No changes have been made since then. No changes need to take place currently. If the Fed cuts interest rates, adjustments will be made at that time. As of 2/7/24, the balance was \$849,226.48 with a 6.51% rate of return. The brand name changed from Woodbury to Osaic Wealth, Inc. on January 22, 2024.

**Board Member Replacement:** The board should consist of members from Kent and Sussex County. The present board consists of 3 members from Sussex County and 1 member from Kent County. New board member should reside in Kent County and reside in the Milford School District. Lea will draft posting for press release and the board will review and approve for circulation. Lea is going to check to make sure applicant must reside in Kent County. The cutoff date for applicants will be March 29, 2024. The board will be reviewing applications as they are submitted. Two board members and two staff members will be on the committee and will conduct the interviews.

**Directors Report:** Under other The Friends Group; After the jewelry sale in April, their group will be going through organizational changes. Hoping this will help with the tension and will create a better environment for change and direction. Hoping this will also bring in new members and past members who left due to the conditions.

What is OB: Operation budget.

**Financial Reports:** Ray moved, and Patti seconded to except the financials and recommendations.

**Old Business:**

**Grant Updates with Vivian:**

**HVAC Grant:** ARCP CPF has approved the \$838,550.00 to complete the project.

**Needs Assessment:** Board Members and Vivian met with Craig Williams from Becker Morgan to discuss future dates and focus groups and library statistics. Will need to move \$43,000.00 soon to pay for assessment. The needs process consists of the \$150,000.00 we were awarded with \$43,000.00 for the assessment, a balance of \$107,000 will be left. The library will get to keep half of the \$107,000.00 which is \$53,500.00. The focus groups for the needs assessment will begin to be contacted within the next 2 weeks. The board will meet with Craig Williams on 2/19 in the morning with library staff meeting in the afternoon. The meetings will be to discuss what everyone likes or dislikes with our current library and what they would like to see in the future.

**Solar:** Have not heard anything back on this.



**Childrens wing leak:** Part of drainage problem is run off from the roof. Need to run the pipe away from building. DELDOT will not let you drill into curbing. Joe has spoken with city officials. Trying to find someone to do the work. No luck so far.

**Credit Cards and machines:** New credit card machines have been installed; we are PCI compliant. The staff have their new cards. Waiting to cancel old cards to make sure all charges have cleared.

**Follow up on LOT waiver and photo policy:** Lea sent out the Policy and Waiver for the board to review. Joe made motion to accept the photo policy, Patti seconded.

The Library of Things Borrowing Policy will need to be reviewed by David Rutt our attorney. Lea and Lois will contact him to set up a meeting.

#### **New Business:**

**Budget Calendar Expectations:** Lea drafted a copy for the budget process timeline. It is similar to what we have done in the past. Lea will meet with Ray to discuss the process. Usually have a draft by April 1, with a presentation at the May board meeting.

**Staff Evaluations Expectations:** Lea is working on a new form. Will email when she has it completed for the board to review. Hoping that at some point if there are staff issues, they will be addressed before the review and will also be addressed at the time of issue instead of at review time.

**Computer Replacement:** State will be coming on March 6, 2024. The library will be closed on that day.

**Administrative matters & public comments:** No public comments. Need to address the Library Thing Borrowing Policy. Need to talk to Zach and Marissa King new owners of the building where the library owns the loading dock. The previous agreement was with the Parker Group, it is now void due to the sale of property.

#### **Next Meeting March 18, 2024, 10:00 AM**

Ray moved and Joe seconded that we adjourn at 12:05PM

This report was submitted by Patti B. Calhoun, Secretary.