



Milford Public Library

Minutes March 18, 2024

Vice President Joe Zurzolo called the meeting to order at 10:12 AM

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

Staff Present: Lea Rosell, Vivian Erickson

Minutes of February Meeting: Ray moved: Joe seconded we accept the minutes.

Director's Report:

City of Milford Presentation: Board members thanked Lea for a great report. Lea presented on March 13, felt the presentation went well.

Statistics: Daily traffic was down 27%, reduced hours played a part in the decrease. Have a strong summer planned and hoping the numbers will go up and remain strong. The presentations on Saturdays by the Milford Museum bring in high attendance. Next months Museum presentation Lea will be speaking before the presentation to talk about the library and upcoming events.

Lea is working with Milford School District to talk about providing a space for music in the park in case of inclement weather. Suggestions made to check on the Jesus Temple Theater.

Lea is working with Christine Karapovage with DDL about our website formatting issues.

In future may need to consider a part time person to do social media, website updates and newsletter. If not possible maybe figure out someone already on staff.

Participated in Do More 24 and raised \$125.

Financial Reports: Fines and Fees are down only going to be able to charge for lost cards and lost items. Everything is automatically renewed which cuts out the late fees. Fees still down for Smith Room, working on making it easier to reserve a room and letting the public know it is available. Received \$271,000 for reciprocal borrowing. Lea will work on a press release since Kent County does not do one. Tax money is coming in slowly. Lea is working on a process going forward for when to ask for funds from the Friends group. There has not been a concrete time in the past. Received \$28,000 from the City of Milford. Everything currently is looking good. Ray made a motion to approve minutes and Patti seconded.

Old Business:

Grant Updates: Applied for small grant to help reimburse for the Comic Con on April 13th. If approved will not be received until after the event. As discussed in Financials the library received the \$271,000 in reciprocal borrowing and received the \$28,000 from the City of Milford. When Lea presented her presentation to City of Milford, she put in request for \$40,000.



Needs Assessment: Met with several different groups already with more groups scheduled this week. Vivian is going to Redner's next week to set up a booth to get more input. Going to Central Academy the following week. Also, will be at the Community Expo. Also meeting with Craig to discuss what is next.

Board Vacancy: No applicants so far to fill vacant board position. Will reach out to community to see if there is any interest. The position was posted in numerous papers, websites and radio stations.

New Business:

FY 25 Budget: Ray and Lea are going to schedule meeting. So far there are no DDL numbers and no Sussex County numbers. Will move forward and just use flat funding. Lea has questions on Salaries, wages and benefits.

Offsite events: Lea will be attending Chamber of Commerce Community expo and will be participating in Legislative Day.

Big Events: Solar Eclipse on April 8th will have music and will provide glasses for viewing. Comic Con is on April 13th.

Administrative matters & public comments: No comments

Executive Session: Executive Session called to discuss personnel issues.

Adjourn: Joe moved to adjourn at 11:24 AM and Patti seconded.

Next meeting will be **April 15, 2024, at 10:00 AM**

