

Milford Public Library  
Board Meeting Minutes  
June 17, 2024

President Lois Studte called the meeting to order at 10:12 AM

**Present:** Lois Studte, Joe Zurzolo, Ray Lynch, Patti Calhoun, Ya'nelle Powell

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

**Minutes of May Meeting:** Joe moved; Patti seconded to accept the minutes.

**Welcome Ya'nelle Powell:** Joe made a motion to accept Ya'nelle Powell as our new board member, Patti seconded. Ya'nelle is now an official member and can now vote.

**Director's Report:**

Have added significantly more titles and have spent \$23,000 less to fund. Attendance is up a lot. Daily traffic has been going up, thinking it may be tied to having more hours for patrons. Study room attendance is way up. Need to take this into consideration for the needs assessment. People need the use of the rooms for quiet time for tutoring, defensive driving course study. May had 57 adult programs with only 210 attending, numbers for attendance low due to some of the programs being on the calendar but no attendance. In future Lea will try to have this corrected to show more accurate programs with actual attendance. Once fiscal year starts will run through all the programs to correct. If there is no interest, they need to come off the calendar. Lea is going to work on getting information out to the public to post our calendar and to get to people who do not have internet access. Going to do a plug and play where patrons can pick up and it will include information on programs and other library resources available. Need to advertise the music in the park more. Not getting out to the community, only handouts at the library.

In the past the director will usually have a staff member present what they are working on to the board and this helps to make them as well as the board aware of what they are doing. This helps to make sure if there are issues or questions they can be addressed. Lea will work on getting this set up for maybe once a quarter going forward. This will help make sure everyone is aware of what the library has to offer.

Getting 2 free laborers for the summer. Volunteers to us paid by First Action Committee. They will circulate through all the areas of the library.

A new elevator company has been engaged. Verizon is coming out to fix the elevator's emergency phone. The elevator passed inspection and we now have a certificate showing that. Fired the old cleaner and have hired a new cleaner with an increase of \$14.00 a month.

Lois found a contractor willing to reconstruct the drainage in the children's area. The estimated cost is \$2400 which should come from capital funds.

Interviewed the top 3 candidates for the new Teen Librarian position. They are all qualified, Sarah and Lea have made a rubric to evaluate 2 of the candidate's hard and soft skills to make an objective decision. Decision likely to be ready soon.

Briana Boulden has accepted our offer to replace Alex as Library Assistant, she will be working 12 to 15 hours a week on weekends and at nights. She is amazing.

The Sussex County Health Coalition grant -funded Healthy Living Series yoga program is becoming very popular. There are 30 signed up for the next session. The grant also covers a class for staff, friends and volunteers. Great that the Grant covers employees this does not usually happen.

Lea will be appearing on WBOC doing an interview about the caregiver club and how it works with the library and the community. The interview also included some of the participants.

Lea was the only one to attend the City of Milford Budget workshop where she spoke for 15 minutes to ask for an increase in our funding. No one from the public attended. Wanted to find out what we must do to get this increase and why we have not heard if we are getting the increase.

Friends have installed their new members.

Lea handed out a Delaware Libraries-Operational funding needs handout. Lea wrote this document. Wanted to give it to the board to review. Will let us know where it goes from here.

#### **Financial Reports: Questions/discussion**

Reduced salary costs. Holding off on asking the Friends for money. Giving them a chance to get organized. Wait till next fiscal year to ask for funding. Woodbury no withdrawals have been made. This coming year will be the year to reach out about our rooms available and canvassing for donations. Lea is doing the Chamber Mixer this year which is August 29<sup>th</sup> from 4-6 PM; she will be canvassing at that event.

Music in the park; not getting sponsorships for this year. Asking for invoices so next year can ask for sponsorships from community members.

Insurance increased across the board by 27%.

Miscellaneous donations of \$5000, was a parting gift from a patron. Another \$2000 was reimbursement for something.

Exterior maintenance was for power washing and having the pavers fixed.

Ray made a motion to approve the financial reports. Patti seconded the motion.

#### **Old Business:**

#### **Close OB FY 25 and SWB:**

Good Budget, plenty of time to make it off remaining reciprocal remaining. Salaries and wages and payroll taxes are at 68% which is okay since our target in past has been 61% to 62%. Not a problem with salary and benefits it is problem with income Which will be addressed later this year when Lea gets set

up to do canvassing for donations. When the used bookstore gets up and running, we are hoping to see some donations from the Friends group and our meeting rooms.

Kit will be coming in November to update on investments. Lea will see if she can come in October.

Joe made a motion to accept the OB FY 25 budget and SWB package as presented and recognizing that hiring of new teen librarian is still up for negotiation, Patti seconded the motion.

### **Grant Updates:**

Lisa Blundt Rochester Grant was denied. It was denied since the categories are no longer valid. We were given outdated forms for a grant that was no longer available.

HVAC upgrade: Waiting on Matt who is waiting on Craig. Not getting paid since there has not been anything done. Need to get started, every 6 months the cost will increase by 5 %.

Vivian found out that the \$150,000 for the needs assessment, we get to keep the total amount. Since it is not matching money. We must spend it to get it. Waiting on Craig to start paying on things.

### **Board Committee acceptance Aver:**

Aver has accepted our offer as a new non-voting board member. Unable to attend meeting today due to a scheduled Doctors appointment.

Joe made motion to accept Aver as a non-voting board member, Patti seconded the motion.

### **New Business:**

#### **Annual review follow-up with managers:**

Lea has not met with Sarah and James and Kim in person yet to do their follow up for their reviews. She will be doing the meetings with Sarah and James as soon as possible. She will be looking at where they performed the weakest to come up with a plan for moving forward. Evaluations are in past need to concentrate on moving forward.

#### **10 SE Front Street:**

Want to be proactive with them. Their 2 years is in August with 3-year lease ending in FY25. Board needs to decide if stay course and offer lower rent value to help new business or do we move the rent to market value. Either way the tenant should be given notice of how we are proceeding. Vivian or Heather is going to research the rent being charged to other businesses in the down town area and will get back to board for our next meeting.

**New:**

Joe met with Jonathan a civil engineer and showed him plans from the building and took him on tour to discuss the storm drainage system outside the children's area. The trench drain inlet has metal covers which are part of the sand side of the system, this has not had any maintenance done. Need to talk to the City of Milford and see if they can take their vacuum truck and do all seven of the drains. After they are done need to flush out the drains to see how well the storm water performs after. The next step is to look and have Jonathan check to see how the trench drain and sand filter inlet system is working. It could need cleaning as well. Need to do some storm water work clean up. Going forward, this is something that should probably be done maybe every year or every other year. Joe will get with Heather to discuss so she can contact the city.

**Administrative matters & public comments:**

No comments or administrative matters.

**Executive Session:**

No executive session.

**Adjourn:**

Patti moved to adjourn the meeting at 11:26 and Ray seconded.

Next regular board meeting will be **July 15, 2024**, at 10:00 AM in the Bailey room at MPL.