

Milford Public Library
Minutes May 20, 2024

President Lois Studte called the meeting to order at 10:06 AM

Present: Lois Studte, Joe Zurzolo, Patti Calhoun

Staff Present: Lea Rosell, Vivian Erickson

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

Director's Report:

Not included in Lea's report was that James has received two Bennett Scholarship's for a total of \$20,000 for his master's degree from the Delaware Library Association. He also has a chance at another from Ada Leigh Soles scholarship, which will pay for all his books and supplies, computer and anything else associated with his education, he will find out by August if he gets accepted. When completed he will have a master's

degree. The classes are hybrid.

Numbers have increased in all areas from last year. The board feels the increase is due in part to bringing Lea on as our new Director. It is hard to believe she has been here almost a year.

There is a new elevator company, due to a breach in contract with the other company.

The flyers for music in the park will be ready soon. Heather and Carolyn are working on this together.

All new teen books have new spine labels (YA) to make shelving and discovery easier. No more visible stickers for LGBTQ designation which will allow for privacy.

Joe moved to accept the Director's report, Patti seconded.

Financial Reports:

Numbers look great. Under operations accounting the amount to the accountant has increased due to them having to do more. We are where we usually are for this. It was known in advance there was going to be an increase. She is at 84% of her budget for the year. Lea has not received any funds from the Friends since she came here last August. They are under new leadership, and they are in the process of cleaning up things. Once they are settled Lea will meet with them to discuss funding for the future. Lea is working on redoing the health insurance policy. Working on cheaper plans with the addition of an HSA plan added. The budget has the decrease already added. Front Street rental property the amount will increase halfway through the budget.

FY 25 operating budget:

Given handouts today to review. Includes Salary Wage Benefits for FY 25 and Actual vs budget. Lea and Ray worked on this. January FY25 is when the wage increases must go into effect. The board will vote at the June meeting on the budget.

Joe made a motion to accept the financials, Patti seconded

Old Business:

Grant Updates:

Vivian gave out a handout on grants currently in play. Joe suggested that Vivian reach out to Matt to find out when we are going to get moving on the HVAC upgrade. There are parts that he can get started on. The check for the Lion's grant was received and it is incorrect. A new one needs to be issued for the \$4,275.00.

Board Vacancy:

Lea, Joe and Patti interviewed the two applicants. They met with Ya'nelle Powell and Averil Smith. Both were fantastic. Ya'nelle has more experience currently. Therefore, it was decided to have Ya'nelle fill Denise's position and then bring Averil on as a board member of the future as a non-voting member. Would like to have Averil attend the meetings as well that way if a board seat becomes available, she would be ready to move into that position. She will be able to participate in the meetings and she would need to step out when the board is in executive session. Lea will let both know the board's decision. Lois will be reaching out to Ya'nelle to set up a lunch meeting to get to meet her.

Joe moved to accept Ya'nelle as the new board member, Patti seconded the motion.

Joe moved that we accept Averil as a non-voting member and Patti seconded the motion.

New Business:

Annual review summary documents.

Lea has a summary of all the employee reviews. She has an issue with the computer and will get it out to the board as soon as the error is corrected. She is reaching out to IT after the meeting to try to recover the summary.

Administrative matters & public comments:

No comments

Executive Session:

Joe moved at 10:47 that the board go into executive session; Patti seconded.

Adjourn:

Meeting adjourned at 11:08

The next regular board meeting will be held at 10:00 AM on Monday, **June 17, 2024**