



Milford Public Library

Board Meeting Minutes

July 15, 2024

President Lois Studte called the meeting to order at 10:04 AM

Present: Lois Studte, Joe Zurzolo, Patti Calhoun, Ya'nelle Powell and Averi Smith- non-voting board member

Staff Present: Lea Rosell, Vivian Erickson

Minutes of June Meeting: Joe moved; Ya'nelle seconded to accept the minutes.

Director's Report:

Daily traffic is increasing even though there are limited hours. Attendance in general was high, shows we are having more engagement with using less resources. Children's area was down from last year due to 2 outreach events that were held during that time. We had 19% more programs this year versus last year with attendance up 62%. Study rooms are being used more, which tells us we need to include this in the needs assessment.

The drain project was finished, the price quoted increased due to using the larger pipe. The first rain after being fixed showed the water is now moving like it should.

The teen area has been chaotic due to teenagers being tasked with taking care of younger children. If you are under 12 years of age and are in the children's area, you must have someone watching you. Need someone actively engaged in your care. Kylie has drawn up a policy for the teen area to follow.

There is also the food issue, in the past we gave out snacks for free, but we are now charging. What should have been followed in the past is a USDA program called Read and Feed. This would have given them a free meal every day. So next summer we will be providing lunch through this program. Amanda Robertson will be the new Teen Services Librarian. She will start around 9/23/24.

Anis and Maddy have agreed to become co-department managers upon Kim's retirement. Kim's last day is Thursday August 22nd.

Next year all the music in the park will have sponsors. This year we had no sponsors.

Financial Reports:

Sussex county will have a decrease of \$2878.18 but we are getting \$2469 from the Anchor grant which will help to even out the loss. The new formula that was used resulted in the decrease.

Updated FY 2025 Budget numbers: Did not request The Friends for donation, allowing them time to get situated with their new officers and members. The accountant will do all the updates to finish out the year. The August meeting the financials will show all the updates.

We have a net of \$214,000. Everything is looking great. FY 25 allowing Lea the surplus to balance the budget with FY 26 she will need to have donations coming in.



Health insurance: We were going to change our plan, but we are not able to do this. McNaughton Books decreased by \$4000, only using them to stock the browsing section and using them to purchase debut authors books and non-fiction books.

Salaries and Wages: Salaries based on what Lea thought was accurate and necessary. There were changes made to represent more accuracy for everyone. Lea stayed on target with the changes. It was a redistribution for the most part not an increase.

Patti made a motion to accept the financials and Joe seconded the motion.

Old Business:

Grant Updates:

We are getting the Community Reinvestment Fund from the state. We are receiving \$382,855 with no matching required. With this money and the \$40,000 from the board we will have \$729,855 which we can put in for a match with the state construction bond bill that will be a total of \$1,459,710 if we get it. This is for the library to use for renovation and refurbishment.

10 SE Front Street:

The square footage for the property is 1242 feet. Last time we did this was 2 years ago, Sarah Bloom quoted us \$18 to \$22 a square foot. At \$22 it would be \$2272. At \$25 it would be \$2587.50. Need to factor in that the property also has parking. In September the rent will be \$1800. Vivian will be here back soon on the new quote. Averil will also get quotes.

Chamber Mixer:

The mixer is themed to a mid-summer's night dream. It will be held on August 29, 2024 from 5 to 7 PM.

New Business:

Bond Bill FY 2026:

Becker Morgan slowed our process for applying for the bond bill. Vivian applied anyway to meet the July 1st deadline.

Policies: Human Resources and Teen Center:

Lea gave out the policy for the board to review. Will discuss next meeting.

Administrative Matters & Public Comments:

No public comments or administrative matters.

Executive Session:

Went into executive session.

Adjourn:

Patti moved to adjourn the meeting at 11:07 AM and Joe seconded.

The next regular meeting will be held at 10:00 AM on Monday, **August 19, 2024.**