



Milford Public Library

Board Meeting Minutes

August 19, 2024

President Lois Studte called the meeting to order at 10:17 AM

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

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

**Friends of the Milford Public Library:** Linda Bonitatibus and Mary Hooks, Co-presidents

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

**Director's Report:**

Significantly higher circulation and attendance. Traffic is doubling and circulation is also way up. The only thing down was the attendance for music in the park. Attendance was down due to the weather; it was hotter and wetter than last year. Also last year the first concert was in June, thinking next year try to start in June. At the last concert the Milford Police were called to handle 2 unruly people. Next year Milford Police will have a presence at all the concerts.

Anis and Maddy have presented their September schedule which is light but that is fine, Lea is going to meet with them soon to discuss the schedule. They are fully trained in how to order books and are familiar with the back-end process and discussing reading reviews which they will use to order the books. We get a lot of trade materials with plenty of resources. Lea will make a procedure for them to follow so she can make sure they are reading those materials. The most common books will be ordered in the future.

Kylie decided to leave abruptly on Wednesday, August 7<sup>th</sup>. Lea removed the programs that were not really happening and cleared the calendar. James is hosting the Minecraft program/server and will wrap up the Teen summer reading program on 8/17. Amanda starts on the 23 of September. She is set up and ready to go. We had 36 teens registered and 22 completed and 548 books were read in the summer reading program. That was amazing.

Lea discovered that there is an issue with circulation numbers. New books have just been checked out to in process effectively making them unavailable to any patrons not walking into the library directly. Making them only available to Milford patrons. That is not what they are for. That is what the browse section is for. This has been skewing the circulation statistics and purchasing data points and will not be happening anymore. This should show a jump in our circulation statistics. The browse section has always been there just not used properly.

The student workers from First State Community Action, one was great, and one was okay. Hoping maybe Ian would like to be a page at the library in the future.

Breakfast with Badges Milford PD had over 45 participants last time maybe 8 attended. Surpassed the number we were hoping for. Blood drive did well also.



Lea was able to collect donations on the nights of the music in the park concerts. Collected over \$200 dollars. The North Pole Creamery has offered to do a Dine and Donate program after the September Milford Museum program. Have not confirmed the details/percentage earnings.

First Fridays have been a total failure. The Comic-Con, Chris from Dolce and Brandon from Red Bandana are in talks with Lea on making the next one a Town wide event. They want to do sponsorships. They need to have documents outlining what goes where.

ILS system-This is the software that runs the books being checked out, holding focus groups with peers to decide the future of using this system. Not working like it is supposed to. Everyone is experiencing issues.

Chamber mixer at Milford Public library on August 29 from 5 to 7 PM.

There will be a September 20, 2024, newsletter for the Milford Public Library.

### **Financial Report:**

The income side is down due to the Friends contributing \$5000 dollars during this time last year. We are okay with waiting for a contribution until they have adjusted to their new officers and members. Our Sussex County funding went down by 1% if you look above at the Government Funding line you will see Lea was able to get the money back.

Funding from the City of Milford is still under discussion. Everyone is still getting the same amount.

Should get the first half of the state standard funds in September.

The \$700 dollar charge under adult programming was for the fee the Jesus Love Temple charged for the 2 concerts that were held at their facility. We were sent an invoice for this.

Statement of assets and liabilities was very healthy.

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

### **Welcome and introduction of Friends leadership:**

#### **Friends Report:**

The group has 7 members currently. Trying to get new members. They are in the process of setting up a tea, having flyers done to try to get new members. Trying to generate interest. They participated with Vivan with a booth at Redner's, so surprised by all the people who did not know where the library is located. They had no idea what the Friends and what the library has to offer. The hot dog sales made \$314 dollars; 2 days were lost due to the weather. They will let us know how much they sold last year. Only made \$4 dollars in book sales last year so they decided with the change in new leadership they need to make changes going forward. Had a yard sale in June during the farmers market and made \$382.60 in sales. Their hours are Monday & Wednesday 10AM to 12PM. During that time, they accept books for resale.

Having a \$5.00 dollar book sale September 19-21<sup>st</sup>. Also yard sale October 19<sup>th</sup> 9 AM to 12PM. Comic book sale on November 8<sup>th</sup> and 9<sup>th</sup>. The Christmas sale is December 5<sup>th</sup> -7<sup>th</sup>.

New way to keep track of volunteer hours. Have a schedule and everyone keeps track. July hours they had 146.5 hours. That is awesome.



**Old Business:**

**Grant Updates: Vivian**

Turned in second quarterly report for the ARPA funds. Attended the Chamber Sunrise seminar at Milford Place.

Meeting with Craig on August 27<sup>th</sup> at 1 PM. Suppose to get a piece-by-piece cost breakdown of the project. In September there is a Council of Libraries meeting where we will present and ask for the \$772,855 in funding, which will add up to the \$1.5 million for renovations. This is separate from HVAC cash.

Vivan handed out a letter to the Board dated August 19, 2024. The letter is for her resignation which will go into effect on September 20, 2024. She wanted to retire in 2021 but stayed on to fill in as director and help with the grants. This is her last board meeting. The Board expressed their thanks for all she has done in the past 3 years during the many staff changes. She will be missed. Lea will be doing the grant funding going forward.

**Chamber Mixer August 29, 2024:**

The mixer is on August 29<sup>th</sup> in the Smith room from 5 to 7 PM. This will give Lea a chance to show what our library has to offer the community. The main point is to show that the Smith room is available to be rented.

**Human Resources Policy update:**

There are multiple issues with the current policy. Lea handed out a copy of the policy for us to review. The handout is just a portion of the policy. The one that has general at the top is the old from the huge manual. The one with the Vision Statement is the new. The policy needs to be broken up into different areas going forward. Can't be all in one like it is now. Need to remove pension from the documents since it is not a pension plan. It is now a Simple IRA Plan. The Board will vote on updates at the next meeting.

**Teen Center policy update:**

This policy is an effort to qualify the difference in the two rooms. Setting the ground rules for the Teen Center. Moving forward, a new policy will be drafted when Amanda Robertson starts as the new Teen Services Librarian.

Joe moved to accept the Teen Policy update and Patti seconded the motion.

**Needs Assessment:**

Meeting with Craig on August 27<sup>th</sup>. Will finally get the full report. We have until December 31, 2025, to spend the ARPA funds. Need to find out if the money must be spent by that date or obligated. If it is obligated, we will be okay if it is expensed, we will have an issue.

**New Business:**

**Village and venue: parking lot/loading dock**

Village Restaurant is not happy with the tenants in the apartments. Mr. Passwaters is also not being very cooperative with the restaurant. Causing parking problems for the delivery trucks which is also causing issues with the city. Zac has



offered the library \$1000 dollars a year for five years for use of loading dock. Lea is going to meet with him to ask for \$100 dollars a month to lease the loading dock. Documents will be drawn up to be signed. Zac will be putting up a fence to keep out the tenants from the apartments.

Ya'nelle made a motion to give Lea the authority to go ahead with the contract with Zac and she will determine the amount of lease, Joe seconded the motion.

**Culture Club-story Walk:**

They are doing a story walk in our back yard. The library is not involved. Had a story walk ribbon cutting behind the library which Lea was invited to but not as a participant. Upsetting that Lea was not asked to help since she has experience with hosting this in the past at Lewes. With Lea's help the event could have been so much better. This is a community event without community involvement. The walk is a loop through the downtown area. It is September 6<sup>th</sup> at 6:00 PM.

**September Events- Harrington Public Library, Riverwalk, Milford Lions Grant meeting:**

Harrington Library ribbon cutting in September, Lea is going to attend and help them set up. Lea will email the date.

Riverwalk is September 21, 2024.

Milford Lions Grant dinner meeting, Lea will talk about how their money is used and how many people benefited.

**Executive Session:**

Joe moved that we go into Executive Session and Ya'nelle seconded the motion at 11:37 AM

**Administrative matters & public comments:**

No comments

**Adjourn:**

Joe moved and Ya'nelle seconded to adjourn the meeting at 11:49 AM.

**The next regular board meeting will be held on Monday September 23, 2024, at 10:00 AM in the Bailey room at the MPL.**