



Milford Public Library
Board Meeting Minutes
September 23, 2024

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

Present: Lois Studte, Ray Lynch, Joe Zurzolo, Patti Calhoun, Ya'nelle Powell and Averi 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 September Meeting: Joe moved; Ray seconded to accept the minutes.

Director's Report:

Numbers are up compared to last year, still need to consider we had reduced hours during that time. This could affect our funding for year 2027. Always behind on stats they use for the formula, when things are lighter it will have an impact.

Lea met with their academic leaders and district leaders with the Milford School District, and we are going to try to get every student a digital library card based on their student id. They will access to all our e media resources if lost there are no fines. This will produce 4,000 new active users for the library. This has been done at other libraries in the State.

Today is the first day for Amanda as our new Teen Services Librarian. She is ready to start and will not need a lot of training.

Only concern for Lea at this point is the adult programs. They are not doing well. Lea will be dedicating a lot of her time to figure out a new system and taking the reigns for a while. She will be mapping out expectations for Carolyn going forward. There is not consistency with the programing. Need a better selection of programing. The programs with outside partners are doing well for example the Milford Museum. Going forward maybe the person teaching the class, will be responsible to recheck the web posting to make sure the attendees know what is required of them.

Maddy and Anis are doing great since taking over the children's area. Heather is also helping to oversee the progress they are making. Things are having to be re cataloged for example. Need to put the sections in a better order. The whole order of cataloging needs to be adjusted.

Collection analysis is starting to provide trend results. It is looking good. We are on the upswing. Non-fiction has had a significant increase. Lea gave out a handout for us to follow.

The library will be participating in the Halloween parade this year, it is a barbie theme. The library will close early due to road closures and this will also allow everyone to get ready.

Lea sent out the first newsletter since her start here. It will go out the 3rd or 4th week each month. The first was a great start. Good first attempt with changes to follow.



Financials:

The State money should be here by the end of the month. It will be \$145,000 total. We are okay for now. Patti moved to accept the financials; Joe seconded.

Friends Report:

They currently have \$16,402 dollars, \$317 dollars from an in between sale. Had their 3-day sale this past weekend and made \$959 dollars making the total \$17,361 at this time. Lea is meeting with them on Thursday to talk through the specifics of our partnership with them. This has never really been discussed in the past. They have a need for more friends. They have 4 new members. Ya'nelle is also joining their group and Vivian. Two members from the music in the park concerts. Their Christmas sale coming up they would like to do a raffle and a silent auction. Lea will work with them to set this up and register them. Need to have more book donations. They have sold most of their inventory. Donations are down. Really need children's books. Taking donations Monday and Wednesdays from 10:00 AM to 12:00 PM. Sarah LeBright of DMI contacted the local radio stations about the last book sale. There were 40 to 50 people in line by 9:45 AM for the book sale. Feel this was the reason for the great turn out. Suggestions made to raise the prices on the books. The library will be donating 15 boxes of large print books along with some children's books for the next sale. They are doing stockings for soldiers. The next sale is the yard sale in the portico which it is on October 19th from 9:00 AM to 1:00 PM. There will be puzzles sold at the sale in December.

Old Business:

Grant Updates: Summary and Updates

Lea gave out a handout for Grants currently in play. Waiting on Craig to get back to us on the needs assessment. Matt is being held up with the mechanical end because of Craig. Matt is waiting on the blueprint from Craig. Need to get Craig to one call us back and two to get moving. The deadline of December 31, 2026, is not that far off.

The Refurbishment/ Renovation funds awarded so far is \$622,500. The money is from both Community Reinvestment funds. There is no match required for either of those. This is our money to use on this project. Used this money has a match for the Bond Bill FY 2026. The decision will remain unknown until June 30, 2025.

Part of the reconfiguration will be to find more space for the staff first then work on the circulation desk area. Waiting to figure out what this will look like to figure out the circulation desk. Will need to get the needs assessment figured out and then use what we have as pieces to start the design. We need an ADA compliant low part which we do not have now. Again, waiting on needs assessment to continue.

Grant in Aid- This fund name has been used incorrectly by MPL. GIA at the State level is a separate pot of funds for nonprofits. Worth a try to get these.



Human Resources Policy Update: Final Review:

Talked about segregating the policies, as they should be internal and external. The handout is sort of the first piece. The changes Joe suggested have been made and the ones Sara suggested. Ya'nelle made some suggestions on the dress code and grievances. Lea will be the facilitator. The library commission is the Board of Trustees. Lea is going to go back and try to tighten up the wording on some of the issues, to make the flow better. Lea suggested if we have any other suggestions to send her an email.

Teen Center Policy Update: Final Review

Put on hold for right now. Waiting for Amanda to start to let her have an opportunity to give her input.

Loading Dock:

Lea has sent a counteroffer to Zach King and he said everything was fine. Lea is waiting on him to review and sign the documentation. The money is to be paid annually for 3 years, and he has option to purchase later. There are still changes that need to be made to the deed before a sale can occur. Need to meet with the City of Milford attorney.

New Business:

Holiday Schedule 2025:

Lea handed out a handout for the Holiday closures for 2025. We are receiving this now because Lea needs to set up the programs for 2025. Usually covers this in the September meeting. The board meeting schedule is also included. The January 27th meeting was a reschedule for MLK Day.

Meeting Rooms: Policy and Pricing:

Lea gave out a handout of our old policy and the application. The old application could not be filled out online it had to be printed out and submitted. The State has a system where everything can be done on the computer, it will generate a request to the person in charge of scheduling. The other handout is the new policy. It is set up for the website. The request is to be done online. Need to be more descriptive in new policy describing profit and nonprofit. Split out the fee schedule for profit and nonprofit. Call it standard fees and so on. The rooms still are not being rented out. Public not aware the room is available. Sara and Lea will oversee renting the room. The policy was given to the board to review for comments. After the changes Lea will move forward with letting the public know about the room. For now, the room will only be available during library hours.

Banning Template:

Need a form to document incidents. The handout is the first draft. We have an incident report, but there was not a letter to notify them that they are being banned from using the library. On the back of the letter is a place to repeal and a procedure if they repeal. The time limit is for the severity of the incident. Can be for 30, 60,90 days or permanent. Lea will be signing off on the report. Will have the signature of the filing party and then Lea will sign on behalf of the library.



Administrative Matters and Public Comments:

Under administrative matters, our rental property across from the library has political signs in the parking lot. Need to modify the lease stating no political signs to be posted on the property. For now, will have talk with tenant asking them to remove the signs. The library does not participate in politics. We stay neutral.

No public comments.

Adjourn:

Ya'nelle moved and Patti seconded to adjourn the meeting at 11:13 AM.

The next regular meeting will be held at 10:00 AM on Monday, **October 21, 2024**, in the Bailey room at MPL.