



Milford Public Library

Board Meeting Minutes

October 21, 2024

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

Present: Lois Studte, Ray Lynch, Joe Zurzolo, Patti Calhoun and Averil Smith-non-voting member

Staff Present: Lea Rosell

Minutes of October Meeting: Joe moved; Ray seconded to accept the minutes.

Director's Report:

Ray wanted to know if there is some way we can try to get volunteers to help some of the children with their reading and math skills. Maybe try to get retired teachers in the community to participate. Age range of 1st and 2nd graders. Maybe start there and move forward. We already participate in a program Reading Year Around with the Milford School District which is for K-5.

The newsletter is circulated just through email. There will be an archive of them, and you can access past issues on our website and will also be on social media.

Computers are still down which is connected to the software EnvisionWare. We are doing work arounds to get through until the issues are corrected. The state is still trying to recreate the software.

Need a family for the Christmas Tree Extravaganza. Looking for someone who has suffered a loss. Maybe someone from the Apple Scapple fire that had damaged their vehicles. Also, maybe someone with medical expenses. Lea will contact Bayhealth to see if they know of someone and maybe Norma may know someone from the groups she volunteers with.

The library hours on Saturday December 7th will need to be adjusted to 3 PM to 8 PM. This will coincide with the Downtown Christmas Holiday Stroll.

Financials:

Lea submitted the ARPA report to the state. She let them know the issues we are having with Craig. Documented everything. There has not been any movement. Lea will be talking to the Governor's Office today about the issues. In 75 days, there are going to be some major issues.

Lea has no access to QuickBooks right now due to the ongoing computer issues. The reports came directly from Paula. Bottom line our cash flow is good. Right now, we are having issues with Paula placing certain things in the wrong categories and we need to go back and move them to the correct accounts. Our QuickBooks presently is off the network. Once we are back to full operation there should not be any errors in the placing of the accounts. The reports are being sent to Lea now and she will have access again when the system is fully operational.

We still have a reimbursement of \$43,000 from the state for the needs assessment that we will receive.

The overage of the supplies others is also due to Paula placing items incorrectly and hopefully will be adjusted going forward. Once she meets with Lea they discuss and then the items are changed if needed. This is due to her not seeing the invoices until a later time and then they are corrected. A major issue is timing.



Salaries and wages are on target.

Received the standards money and the second payment from Kent County which will be around \$145,000.

Need to find out difference in miscellaneous donations and other donations.

Ray moved to accept the financials; Patti seconded

Friends Report:

No report this month.

Old Business:

Human Resources Policy:

Lea made the updates we suggested. Also adjusted the format per Joe's recommendations. The policy that was sent to the board is the fully updated policy. Lea will add back in the Jury Duty policy.

Joe moved to accept the policy with the addition of the Jury Duty policy added; Patti seconded

Meeting Room Policy:

Lea updated the Profit and Non-Profit in the policy. The times and dates will go on the actual reservation.

Ray moved to accept the Meeting Room Policy; Patti seconded

Holiday Schedule 2025:

Joe moved to accept the Holiday Schedule for 2025; Patti seconded

New Business:

Paula- technology request:

Joe moved to accept the purchase of a computer for Paula; Patti seconded

Administrative matters & public comments:

No administrative matters

Adjourn:

Joe moved and Patti seconded to adjourn the meeting at 11:00 AM

The next regular board meeting will be held at 10:00 AM on Monday **November 18, 2024**, in the Bailey room at MPL.