



Milford Public Library
Board Meeting Minutes
January 13, 2025

President Lois Studte called the meeting to order at 9:35 AM

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

Staff Present: Lea Rosell

Minutes of November regular meeting: Joe moved; Ray seconded to accept the minutes.

Director's Report:

Staff is being trained on new system for the internet. They can print now.

The teen programs are doing well. The numbers are equaling out, since there were no programs for a month. This allowed Amanda to get acclimated.

The adult attendance numbers took a hit because of the concerts. This will be tough for us to catch back up on, but there are plans for the concert series coming up. There will be a country western thing, alt rock band and they are going to try to change things up. Hopefully this will allow us to recoup some of the numbers by June. Basically, the Concert Series was not paying on the fiscal year like they should have been. The funds were a holdover from fiscal year 23 carrying over into fiscal year 24. The funds came out of fiscal year 24. Most of the bands were paid in advance.

The teens are really responding to Amanda. She held a Ramin bar this past Friday night, and it was so much fun. She is adjusting well. She is not imposing with the teens.

The puzzle exchange for the adults was a big hit. Great turnout. Ray would like to see them do this a couple of times a year. They held a cookie exchange. This past month they did candle making, the registrations are full. The new programs are bringing more interest and attracting more people.

Circulation is up 36.5 % from last year. This shows the research that was done and the data that is being collected is working. Starting to see the results of those actions.

Financially we are on track. Eminent out is about \$143,800 that would put us at 72%, which takes us through incoming March. That is just our second DDL standards payment for \$72,000 and the \$43,000 from the Needs Assessment reimbursement and the \$28,000 from the City of Milford. Just with those three incomes we are set basically through March. Lea will be going back to present to the City of Milford in March to ask for the \$40,000 again. This time she is going to ask on record how the funds were disbursed. They still have not answered about the funding. That 72% does not include the Sussex County monthly which if added in would take us to April. Which would be 79% of income. In December there were three pay periods, income and expenses and salaries were all good.

The Family Leave Act, Lea did a fast math and even if it taxed every dollar remaining in salaries it would come up to \$7,700 so no matter what this tax does that is the maximum in damage it can do. That is not going to be the case, there are eligibility requirements, part time employees can receive a waiver so the tax should not be that substantial. Lea handed out a summary on the Delaware Paid Family and Medical Leave Act.



Financial Reports:

Salaries and wages were \$14,000 more due to 3 pays in December. So far \$11,425 has been used in ARPA Capital Project Fund with a total of \$900,000 to be used by December 2026 for the HVAC. Hoping that The Friends of The Library will be giving another donation at some point. Lea checked the balance today and it is \$20,000 higher than what is on the reports.

Ray made a motion to approve the financial reports; Patti seconded.

Old Business:

Needs Assessment:

Lea sent an email with the report for the needs assessment. Most important part of report is the Facility Condition Assessment-General findings located under 5.0 Findings, and section 6 Recommendations and then the Construction Cost Estimate. Under Appendix V Construction Cost Estimate: The report breaks down the Construction Costs, Construction, Owners Construction related costs and the total project construction budget.

Their recommendations are pretty much the things that the board and Lea requested that needed to be done. The construction cost estimate is hard to figure out how they are arriving at the numbers they are showing. Not sure what is included in each item under the modifications. Looking at this breakdown, we only have enough money for some of the modifications. Some of the suggestions we are not sure how they are going to accomplish them. We are going to need Craig and Matt to have a meeting with the board to figure out the report. Everyone needs to read through the report and Lea is going to reach out to set up a meeting with Craig and Matt to discuss the issues and questions we each have. According to the report the HVAC is split out into different sections. We still need to get started on HVAC part since there is a time restraint on that. The remodel is going to have to be done at different times. Need to figure out what can be done immediately and what can be done later. It does not appear that property across the street is included in the report. Not sure how the property can fit into the plan. The report is basically our wish list. At this point we would like to start on some of the renovations now. Would like to have a plan in place since we know at some point we will need to close to do certain renovations. The circulation desk will need to move to different areas during the remodel to make sure patrons are being served. The children's area will be open during the whole project. Lea will try to get a meeting set for the beginning of February so we can get moving on the project.

Executive Session:

N/A

New Business:

No new business.

Administrative Matters & Public Comments:

No administrative matters or public comments.

Adjourn:

Joe moved and Ray seconded to adjourn the meeting at 10:20 AM.

The next regular board meeting will be held at 10:00 AM on **Monday February 17, 2025**, in the Bailey room at MPL.