



Milford Public Library
Board Meeting Agenda
April 21, 2025

Vice President Joe Zurzolo called meeting to order at 10:02

Present: Joe Zurzolo, Ray Lynch, Patti Calhoun, Ya'nelle Powell, and Averi Smith non-voting member

Staff Present: Lea Rosell

Minutes of March 17, 2025, Meeting:

Need to correct mind craft to Minecraft and resubmit.

Ya,nelle moved; Patti seconded to accept the minutes.

Director's Report:

March was a pretty good month. We are running ahead on all metrics except for program attendance. We got off to a ruff start because of the concert series. Not that far behind, making up some ground. All the stats look good. The teen attendance is doing well. There are less programs and more attendance, Amanda is zeroing in on her audience. It is not easy to build that base. In the process of planning summer reading, locking down presenters and performers. The kickoff for summer reading will be Saturday May 3rd, which is also the anniversary of the farmer's market. There will be a food truck, staff will be out under the portico with a party vibe.

Collections are crushing it. The browse section is at its highest level of circulation. The teen section experiencing a meteoric rise was the language that James used. This proves that someone who understands library services and science and their audience can make a big impact.

The JFC Bond Bill hearing was last week. Senator Wilson questioned whether the MPL had the BB request matching funds in hand. Lea followed up with Senator Wilson to let him know we received the funds. In general, there was a lot of support for libraires. Lea called in our funds in concern that if we did not have them, they could get pulled. In the Governor's State address, he mentioned libraires several times as part of his focus on education. Not sure if that has ever happened in a state address. Lea called our CRF award money from the State of Delaware in case financial cuts impact state funds. Total deposit was \$452,500. Also submitted a huge packet of information to the State to get our reimbursement for the needs assessment project.

Staff evaluations will begin the week of April 28th. This is late due to Sarah being on vacation and Lea waited to do them with her. The evaluations have been modified, the form has been split into two forms circulation staff and managers. This was done since there was a lot of redundancy in the questions and the metric measurements categories were strange. A lot of the things did not apply to the circulation staff. The board was given copies to review.



Also, Lea handed out a draft of a press release for the search for a new board member. Requesting that applicants with experience or interest in fundraising and legislative advocacy should apply. They can reside in Kent or Sussex Counties. Will be sent out to a media list, social media and newsletter.

Lea received a grant to cover the cost of MLA/DLA conference registration for \$1750.

The manager of the Bellmore Hotel, who is a friend of Lea's, wanted to know if the MPL had 300 used books that they could purchase. Lea put him in touch with the Friends group to help get this done.

Financial Reports:

Under misc. donations there is a -\$67.95, it was because there was a memorial donation for \$100 and the purchases went under income. That will be corrected. Grant for Delaware Division of Librarians shows a negative and this was because we received the funds in February. The big difference is the reciprocal borrowing that we no longer receive. As of March, we are 75% through the fiscal year, income is at 73% and expenses are at 66.7%. Salaries are way down; in May and June we will probably be using more part-time hours.

Ray made a motion to accept the financial report and Patti seconded.

Old Business:

FY 26 Budget Discussion:

The library has our first sponsor, RYJ for the summer concert series. Lea did a mailing to the larger businesses and those that are active, and there is a chamber blast going out today in email.

Lea is updating business contracts as they come in. Right now, the HVAC and Pest control contracts have come in. Under 61015 Fire System monitoring is blank, we have had a \$1612 charge for this fiscal year. This may have been because of the fire suppressant. Under 41125 Misc donations and 41100 Donations and Gifts other, this can all go into one line item. The music in the park donations will also go under this as well. Lea can see a breakdown so only one line item is needed. Lea will consult Paula to see if they can combine them. Qualified distributions will be included in upcoming newsletters to see if we can get donations from this. Under the telephone we had been paying for a misc. telephone line that did not work. It turned out to be an emergency phone line in the elevator, it was disconnected and this caused Verizon to reinstall a new phone line with savings. Also, our voice over IP through the state, those bills also have decreased. Health and dental insurance are a done deal resulting in \$17,000 savings. Salaries, wages and benefits, everyone is getting a 2% increase across the board. Everyone is performing. Last year we had Kim leaving and Kylie leaving which put us under budget. A couple of weeks we did not have to pay their salaries. James was underpaid and utilized. Now we are back on track and now everything is accurate, 2% is accurate. Lea feels she has a good team now and everyone is within their correct position and pay range. Under Other expenses on the last page 69010 10 SE Front Street, \$5,500 is listed there for repairs, the parking lot needs paving, and the estimates are around \$15,000. The paving project should be under capital expense. Heather has received 2 proposals, and she is waiting for one more. Also going to check to see when the City of Milford is going to repave Washington street and maybe get the company that is doing that to do the lot. They may do it cheaper since they are already doing a big project with the city.

**Board Vacancy and Officer Positions:**

Ray is planning on leaving after the June meeting. Lea is going to send out the news release. Going to wait for new officer appointments until the Superior Court Judge has signed off on the reappointments of Joe and Patti and Averí's appointment.

Construction Projects:

Lea sent the summary of our questions to Craig at Becker Morgan. They sent back the answers to them. Joe is going to review. Still not happy with some of the answers. We are going to have to dial in harder to figure out the costs involved in doing the project. Still not on the same page. They do not understand what we are trying to do. We need to make a priority list. Going forward we are going to go back over the needs assessment, starting with the foyer and bathrooms first. Going to decide if we want them to do any architectural work and design in the new circulation area or do we let a furniture specialist do this and the mill work design. We need to figure out what zones are covered by the air handler and figure out how to modify them. Next will be to option off and do the HVAC replacements for Smith room to get all of that ripped out and cleaned out and new air handler with 125% of the design capacity. Then if money allows move forward with the bathrooms. Lea and Ray discussed bringing in local contractors to give estimates on what it would cost to do the face lift stuff. Like modifying the shelving, carpets, painting and electrical outlets. Seeing what those estimates would cost. These are things we can complete ourselves. All the improvements in the main room are cosmetics. We need to start showing something to our patrons, they know we have received money, and we need to start using it. All these improvements will be visual. Also, start to convert the Minner room and all of that is not labor intensive. Sara was asked not long ago to pause the plan on the circulation desk. This is not a problem since as a group the employees know what they need. The current circ desk has got to go. There is no ADA piece and no space for a reference work area. Need to find out the designs and who did the installation of the new libraries that were completed near us. The bond bill money is reimbursement, we must spend money to request it. We have collected so far \$200,000, that is not bond money, then Lea called in the other \$453,000 and this money has already been deposited. The board pledged \$40,000 to the project. The rest is on a reimbursement basis. This was

for the refurbishment projects. We need to get started and start getting bids on the projects. Our fundraising going forward is going to focus on the fact that we are making all the new improvements and going forward we are being faced with a lot of uncertainty with government funding. We need to start by showing what we are using the money for. Lea is going to have Heather start excepting bids for the upstairs projects. Also going to check with RYJ to see if there might be an option to help with some of the projects.

New Business:**Music in the Park Sponsorship Form:**

Lea circulated the handout for this. It looks great.

Employee Evaluation Forms:

Discussed earlier, they look great. Okay with using 2 separate forms.

Delaware Legislative Updates:



Handed out the House Bill to amend Titles 9,14, and 29 of the Delaware code relating to Libraires. There is an administrative committee right now dealing with this. The question for us and Lea is, are we comfortable and confident with the way we are managing our collection. Lea feels fine and is looking at this as taking the heat off local responsibility. Thinking it will now be the State responsibility to make the decision. She is still working through this internally at Directors meetings and there is a committee for it. Lea feels confident that if this arises, she will be ready to handle it. This is going to be an ongoing process.

Executive Session:

Executive session was called at 11:16 AM

Session ended at 11:33

Administrative Matters & Public Comment:

No matters or comments

Adjourn:

Ya'nelle moved and Ray seconded to adjourn at 11:34 AM

The next regular board meeting will be held at 10:00 on Monday May 19, 2025, in the Bailey Room at MPL.