



Milford Public Library
Board Meeting Minutes
May 27, 2025

Vice President Joe Zurzolo called the meeting to order at 10:01 AM

Present: Joe Zurzolo, Ray Lynch, Patti Calhoun and Averil Smith

Staff Present: Lea Rosell

Minutes of April 21, 2025 Meeting:

Ray moved; Patti seconded to accept the minutes.

Director's Report:

Circulation is up and daily traffic is up. About to approach same number of program attendees as last year. The summer reading kickoff event is Saturday May 31 at 10:00 AM. It will take place from 10:00 AM to 1:00 PM during the farmer's market. Will be out at the portico when it takes place. We did get approved for the "Read and Feed" program. It will run from Monday June 30th until Thursday July 31st, lunch will be distributed Monday through Thursday from 12:00 PM to 1:00 PM. Lunches will be delivered by a sponsor; food will be for people under 18 years of age. Will be doing a new partner program with the Milford School District and the culture club. This is a summer extension of the "Milford Reads Year Around" initiative with Immersion students in grades K-5. The program will be on Mondays, from June 23rd until August 25th, from 10:30 AM to 12:00 PM. Did the community rock painting during the Bug and Bud, it was adults and kids of all ages, out by the portico they did a little garden. Something cool that was done with the teens was Engineering Concepts and Intro to CAD. The class was full; it was a scholarly program and very educational. It was a cool way for them to get extra credit at school. Star gazing was cancelled due to rain.

Circulation numbers in April were higher than last; children's department is up for April and in all locations. Teen collection continues to outperform all the previous years. Lea attended a bunch of meetings. Evaluation one on one meetings are being done now. The Director and Manager evaluations are due by the end of the week. The big news is that BDO, the independent auditing firm that was hired by Sussex County to do reviews, has been fired. They were fired due to their inability to meet deadlines and pervasive report errors. It has been an ongoing thing.

Need signatures for Shore United. Cash flow is good. Lea requested a funding update from the Friends group. The Needs Assessment reimbursement is still being processed. It will be another \$45,000.

Financial Reports:

Financially we are 83.3% through the year, our income is 82.4% of budget and our total expenses are 73.1%. We are doing great.



Averi moved and Patti seconded to accept the financial reports.

Old Business:

FY 26 Budget:

There has been a request from the Children's area to hire a seasonal part-time worker. Which the library has done for years. The impact would be \$1800.00. This would be a paid summer intern. There has also been a request for a part-time adult circulation person. That impact would be \$11,000 a year. On page 3 of the final budget the numbers were added to show what impact it would have. Also, how this will change the bottom line. The things highlighted in blue on the front page are places where we are likely to see income that is not stated. It is unknown at this point. On the second page the highlighted yellow, these are the places that we could save money, based on current spending. Generally, we have had 17 people on staff at one time, and right now we have 14 people. Having shown that you can see the need for the additional person. This would help when people are on vacation or sick and those kinds of things. Lea feels confident that she can make up the difference to cover the cost of the additional person. On the bottom of page three on the right-hand side the two options are negative numbers. That is on top of the withdrawal of \$34,262.31 from Osaic, then this would make it almost \$54,000. There are no State Grants or County Grants showing, so there is wiggle room. The 41015 State standards are solid, and 41090 Sussex County funding and the 41020 Mobil Home Place is also solid. The City of Milford and the Kent County Taxes is still a question at this point. The State has been reduced. The Sussex County Mobil Home Place was entered as \$16,000 since we have not actually received the \$18,000.

The seasonal person will be needed by the end of June. The part time person is a request, hopefully soon. They would be for the whole year. Lea has people in mind for the positions. The cover for Personal Leave listed on the Salaries and Wages Benefits could be used to fund part of the funds for the new person. Wages would be \$15.25 an hour. Having a part-time person will allow for better management of the circulation area. It would be 292 hours, which is a difference of 68 hours more than you have coverage for with this part-time person. If you take \$19,230 minus \$4,500, that would be \$14,764 and add the \$34,262, will be nearly \$50,000. Plan for both people and figure out who will be hired and by the next meeting in 3 weeks we should have a better idea about the funding coming up and we still have time to firm up the budget. The children's seasonal person is Erica Mollura. The service contracts are, HVAC contracts are known, elevator is known, insurance is a known and janitorial is known and accounting is known. The remodeling that is coming up might impact the amount of the other projects that may come up.

Board Officer Positions:

Hold off until next month when we have a full board at the meeting. We have two people to interview for the board vacancy. Lea is going to see about setting up time to interview.

Construction Projects:

Lea is wanting an update from Joe and Becker Morgan. Basically, they want us to spend money to do a study to decide what we want to do. We already know what we want to do. Joe feels the Smith Room modifications and outer area will probably have to wait. We should target the effort right now on the first floor, rearranging the restrooms and opening them up and modifying an office for Lea, and the circulation desk modifications. The lower level and Teen area we can look at the HVAC stuff, Smith Room and the air handler. In the future we



will look at doing the kitchen layout, there is not a plan for that area that is ready to move forward on. Not sure how the plumbing can be done. Becker and Morgan have not been given a plan for how this will look. Lea thinks the first phase was to figure out all of that. Still not sure what is feasible. Lea wants to know if we are at the point where we can contract with CMTA to update the HVAC system in a way that makes it flexible for changes in the future. Lea is afraid we may lose the ARPA money if we do not start using it. Try to do the upstairs renovations and the teen area and the relocation of the Friends at the same time. Lea would like to talk with the staff and see what they feel should happen first. We would like to be able to have some work going on and still able to keep the library open. Then when we must shut down, have all the contractors lined up to finish, we only close one time. We have the money for the upstairs and we should start on that as soon as possible. The ARPA money is just for the HVAC work. Time is of the essence. Becker wants to drag this out. We want to start now. Joe is going to work on a priority list and will reach out to Becker Morgan. Lea is going to send an updated sheet on the funding we have received and what is outstanding. Total HVAC is \$1,738,550. Renovation Funds are close to \$652,500. Heather has been waiting on bids. The Bond bill works as a reimbursement process. They ask for a quarterly update. The plan is to focus on the first floor. The utility component ties into the bathroom and teen center move. Becker and Morgan will do the drawings for the project. Joe will work with them.

New Business:

No new Business

Executive Session:

Went into Executive Session at 11:05 AM

Closed the session at 11:10AM

Administrative Matters and Public Comments:

No matters or comments.

Adjourn:

Patti moved and Averi seconded to adjourn the meeting at 11:15 AM

The next regular board meeting will be held at 10:00 AM Monday, **June 16, 2025**, in the Bailey Room at MPL.