



## Milford Public Library

### Board Meeting Minutes

June 16th, 2025

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

**Present:** Joe Zurzolo, Patti Calhoun, Yanelle Powell, and Averí Smith.

**Staff Present:** Lea Rossell

**Minutes of May regular meeting:** Joe moved; Patti seconded to accept the minutes.

**Director's Report:** Total circulation and daily traffic is up from last year. Attendance for programs is a bit down due to changes of staff. Music in the Park is in full motion and ads are running on Eagle 97.7 and at the Milford Movie theatre. Jesus Love Temple is still the rain venue and they raised the price. If a police officer is needed on scene at Music in the Park, a request needs to be filled out and they will need to be paid. There is also an issue with the homeless for safety and leaving belongings. Lea is going to reach out to the chief of police for advice on how to proceed and deal with the homeless situation. People are signing up for programs but not showing up. This is costing money and not allowing other people to enjoy the programs that are willing to show up due to capacity. A new policy is going to be put in place for those that continuously do not show up for programs. A call-to-action is needed in contacting local representatives pertaining to the recent budget update. There is no transparency regarding how the local budget gets distributed. Yanelle is willing to be a part of a legislative "meet and greet" team when we invite local legislators to our events (Music in the Park, etc.). A grant application has been submitted by Sussex County independent libraries to DCF requesting support for strategic consultants to organize and assist in funding formula, advocacy strategy, and creating templates for promotional/support materials. HVAC at 10 SE Front Street has a broken compressor and the repair is \$5,147.97. Tech advised that the entire system is reaching the end of useful life. A decision needs to be made on how to proceed with a fix or replace the entire system.

**Financial Report:** Income is good and tracking \$157k under budget. Patti made a motion to accept the financial report. Averí seconded.

### **Old Business:**

**FY 26 Budget discussion:** Friends promised \$10k but may generate more due to having a storefront. This is going to be an annual gift happening in November. It's time to adjust printing prices as a way to generate more operating income. The money spent/income of ink and paper needs a closer look to determine an appropriate change. Maintenance is a more fluid number due to the changes being made (major projects will hopefully eliminate some maintenance issues). Donation boxes are going to be put in more areas to get greater exposure. Advertising and mileage can be cut back on. Instead of hiring a seasonal worker, current staff is going to continue to operate the circulation desk. Modified leave coverage to provide a cushion for



paying PTO and a replacement working person at the same time. Budget is tentatively set pending other government responses.

**Board Officer Positions:**

Joe nominated Yanelle as President. Patti seconded. All in favor.

Patti moved to have Averil take over as secretary. Yanelle seconded. All in favor.

Joe moved to have Patti take over as treasurer. Averil seconded. All in favor.

**Yanelle Powell - President**

**Joe Zurzolo - Vice President**

**Patti Calhoun - Treasurer**

**Averil Smith - Secretary**

**New Trustee - Member at Large**

**Construction Projects:** Joe discussed a list he put together on what exactly is being requested of Becker Morgan. See: Library Ideas. docx (ARPA + other construction). This information is being sent over to Craig and Matt.

**Executive Session:** Went into executive session at 11:05AM. Resumed meeting at 11:14AM.

**Administrative matters & public comments:** Joe motioned to have Meredith Wise join the board and invite Jennifer Rust to participate as a non-voting member. Patti seconded. All in favor. No public comments.

**Adjourn:** Joe moved to adjourn the meeting at 11:16AM. Patti seconded.

The next regular board meeting will be held at **10:00AM on Monday, July 14th, 2025** in the Bailey room at MPL.