



**Milford Public Library  
Board Meeting Minutes  
July 14th, 2025**

President Ya'nelle Powell called the meeting to order at 10:03AM

Present: Ya'nelle Powell, Joe Zurzolo, Patti Calhoun, Meredith Wise and Averí Smith

Staff Present: Lea Rosell

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

**Directors Report:** Total traffic has increased 23% and circulation has increased 18%. Teen programs attendance is up by 30% despite a 39% decrease in the number of programs. The new online reservation system for meeting rooms has increased usage by 66%. New user registration is down 13% because last year a ESL event was attended and many new user registrations took place there. Many successful partnerships and outreach with various organizations took place in June. Meeting with the local police department resulted in increased patrols from 4PM to 8PM along the riverwalk. Heather is working on a heat map to identify problem areas. The police department is going to create a procedure list for handling incidents. Chief Ashe is demanding DMI to remove porta potty to a more visible area. Complaints and issues can be addressed through the My Milford app. Lea attended the Greater Milford Chamber legislative luncheon.

**Financial Summary:** We need signers for checks. Patti and Joe are already signers. Ya'nelle will become a signer. Averí will also become a signer after her last name change. The full asking amount was met for the reno/refurbishments. All current balances were disclosed except for Fulton because online access was not working. Paperwork for non-profit postal indicia to be submitted by the end of July in order to prepare for the first annual appeal mailing. Lea will be meeting with the post master. Concert series income is on track comparable to last year.

**Old/New Business:** Ideas for honoring Ray and Lois for their long service and dedication was discussed (plaque, bench, tree, etc.). Lea is going to directly ask them to see what they would like. 10 SE Front Street HVAC repairs are complete. A lost income reimbursement has been requested by tenants of 10 SE Front Street. A new scratch-and-dent refrigerator was bought for the downstairs staff kitchen.

**Executive Session:** Went into executive session at 10:24AM. Resumed meeting at 10:33AM.

**Old/New Business (cont.):** Everyone needs to sign a conflict of interest form. Lea summarized staff evaluations and a formal board evaluation of the director was discussed. An evaluation form will be sent via email. Updates to policies and procedures are going to be focused on during this next fiscal year. Construction was discussed and the following things were addressed: new study rooms - there's a need for new furniture and lighting (this is a priority); second floor foyer - can be done at a later time; ground floor book drop relocation - can be done at a later time; replacement of all lighting - as needed and to coincide with other work being done; A/V technology upgrades



- already done in some areas and the staff can do this separately; floor, wall, ceiling finish replacement - as needed and something that we can come back to; door hardware replacement - where new work is being done; card reader access - can be done at a later time (Lea will look into records on who did the keys); furnitures, fixtures, and equipment - can be done at a later time; collection shelving replacement - need to figure out what staff would want it to look like (Lewes used corporate interiors); note 3 states that office reconfigurations are stand alone and require more development - floor plans are not taking elevations into consideration. The board is leaning towards acquiring a construction manager. Lea to send an email summary response to BMG for the board to review as soon as possible.

**Administrative matters & public comments:** N/A

**Adjourn:** Patti moved to adjourn the meeting at 11:13AM. Meredith seconded.

**The next regular board meeting will be held at 10:00AM on Monday, August 25th, 2025 in the Bailey room at MPL.**