

**Milford Public Library
Board Meeting Minutes
September 15th, 2025**

President Ya'nelle Powell called the meeting to order at 10:01AM

Present: Ya'nelle Powell, Joe Zurzolo, Patti Calhoun, Meredith Wise and Averri Richards

Staff Present: Lea Rosell

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

Directors Report: Daily traffic is slightly up from last year. Program attendance is up – adult and teen. Meeting room use has tripled. Summer reading was a success with 195 children, 27 teens, and 79 adults completing it. Sarah, with partnership with the Learn To Read Hebrew group, is leading a trip to the Holocaust Museum in DC. The trip is free. Sussex County Directors met with Byrnes Consulting group and they will be working alongside them to recommend changes in funding formula, potential revenue streams, and identifying strategy in use with the DCF grant. Our donations platform is live and free for us to use. The platform charges a service to the person donating. There's an upcoming event that representative Shupe is spearheading with Toniebox. Other community partners will be in attendance along with other libraries and cultural institutions.

Financial Summary: Normal for this time of year. Our state contract was fully executed on 9/6. Taxes from Kent County will be coming in as well. The financial position is good (cash and current balance). Rent from 10 SE Front St will not make a huge impact while vacant. Patti moved to accept the financials. Joe seconded.

Old/New Business: The entire construction project does not need to be finished by the end of 2026. The HVAC portion has to be finished by the end of 2026. There is more room than reflected on the current tentative schedule. We need to schedule a kick off meeting within the next two weeks. This will most likely need to be hybrid or completely online. Joe has a contact for somebody for the construction management position. The kick off meeting will take place on Tuesday the 23rd from 11am-1pm or after 2pm. Lea has been combing through the map to figure out who to send the annual appeal. The goal is 3,500 mailers. It will have a QR code to pay and further information on other payment options as well. Patti motioned to accept the 2026 holiday schedule. Meredith seconded. Patti motioned to accept the program attendance policy. Averri seconded.

Executive Session: Joe motioned to enter executive session. Patti seconded. The executive session was entered at 10:24AM. Patti motioned to end the executive session. Meredith seconded. The executive session ended at 10:44am.

Administrative matters & public comments: N/A

Adjourn: Joe motioned to adjourn the meeting. Patti seconded. The meeting adjourned at 10:49am.

The next regular board meeting will be held at **10:00AM on Monday, October 20th, 2025** in the Bailey room at MPL.