

**Milford Public Library
Board Meeting Minutes
October 20th, 2025**

President Ya'nelle Powell called the meeting to order at 10:04AM

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

Staff Present: Lea Rosell

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

Director's Report: Statewide circulation is down. Book sales are also down which is most likely causing circulation to be down. Baker and Taylor, one of the nation's largest library vendors, is closing. We do not and have not used Baker and Taylor for a while but this will affect circulation. NCC orders at the county level (1000s of books a month) and will be using Amazon awhile because nobody can take on that bandwidth all at once. Traffic is good and consistent. It's been exactly 2 years since we instituted regular opening hours which we believe has helped. Meeting rooms and study rooms are up substantially. A memorial sign will be designated outside to Lois and Ray honoring them for the many years they've put into the library. The library was granted \$41, 936.61 through a trust fund. Patti made a motion to split the money between operating income/donations and the other half in the money market with Kit. Joe seconded. There's an unemployment claim currently being disputed. Nobody has quit, been fired, or left within the last year. Total cost for annual appeal will be around \$3,188.79. The position announcement for an adult program coordinator was released on October 3rd. They have until close of business on October 24th to submit applications.

Financial Reports: Operating income is at 23%. Total income is 26.4%. We are ahead of the curve. We received our standard money quickly. Kent County taxes are running forward compared to last year. The negative amount under supplies was a refund. Interior maintenance/other maintenance cost of \$3,530.60 was from a broken grinder that soon after broke again but it is under warranty. Patti made a motion to accept the financial report. Averil seconded.

Executive Session: Meredith made a motion to go into executive session. Patti seconded. The executive session began at 10:27AM. Joe made a motion to get out of the executive session. Patti seconded. The executive session ended at 10:33AM.

New/Old Business: We invited five construction management teams to be vetted and got responses from three. We will invite two to be interviewed. 10 SE Front St has the electric turned back on. People are parking in the empty lot. Courageous Hearts wants to rent the space out but it will be about a year or so before construction is over. We will set up sit down interviews for the construction management teams. December meeting will be a combined meet and greet with the staff. Potentially a breakfast and opening the library a little late.

Other Business: Friends delivered a \$12,000 check for the library during the meeting

Administrative matters & public comments: N/A

Adjourn: Joe motioned to adjourn the meeting. Patti seconded. The meeting adjourned at 10:48am.

The next regular board meeting will be held at **10:00AM on Monday, November 17th, 2025** in the Bailey room at MPL.