

December 2023 Meeting Minutes of The Milford Free Library Board of Trustees

64 South Main Street, Milford NY 13807
PO Box 118, Milford NY 13807
(607) 287-9076; mi.ill@4cls.org



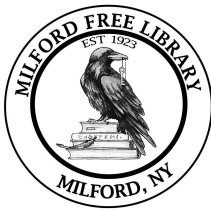
Meeting Held:	Monday, 12/18, 2023; 6:30-7:30pm At the Milford Free Library @ 64 South Main Street, Milford NY
Board Members Present:	Judy MacLachlan Maria Meyer Kathy Shirm Vera Sosnowski
Board Members Absent:	Crystal Huffstickler
Also Present:	Karen Zimba, Library Director Susan Stockdale, Library Assistant

I. Opening of the Meeting, *Maria Meyer*

- **Call to Order:** The meeting was called to order at 6:35 by Maria Meyer.
- **Additions to the Agenda:** NA
- **Adoption of Past Meeting Minutes:** On the motion of Vera, seconded by Judy, the Board approved the minutes of the 11/6/23 meeting. All in favor.

II. Reports

- **President's Report, *Maria Meyer***
 - NA
- **Library Director's Report, *Karen Zimba***
 - Joined the ASRL (American Association of Small and Rural Libraries)
 - \$20 fee
 - Will be doing peer reviews of grant applications for the above in January
 - Thank you so much to Susan Stockdale for filling in for me while Karen was on vacation
 - Review of Youth Services meeting minutes - re: Summer Reading Program & Take Your Child to the Library Day - Saturday February 3, 2024.
 - Summer Reading Program
 - Performer - discounts available when booking with same performer at multiple sites; coordinate with Milford School?

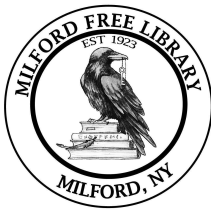


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- 4CLS December Newsletter - Article about our Centennial & Trustee Webinar - Tuesday 12/19/23 on Financing & Managing Construction Projects
- Building Infrastructure
 - Consider replacing windows and door to the library/extending the building out as we were talking about a few years ago
- Digital Content Plan vote passed – Service Agreement to be signed by President and Library Director
- Vera – Steve is wondering if you could share the letter template you use to send to school re: funding each year, as an example for other libraries?
- Corresponded with Chris Cottrell for MCS Newsletter
 - Next submission date for MCS newsletter is January 19, 2024; Karen will do the submissions going forward.
- Call for new library Board members - Marie Petta who expressed interest; Karen will follow up
- Automation Go-Live went well; developing Quick Instructions for common tasks.
 - Megan Biddle will be coming from 4CLS in January to show me how to do the book order in Work Flows.
- Receipt printer will be coming on Tuesday 12/19/23
 - In the meantime we have discovered that you can email the receipt to the patron
 - I am also still keeping paper/card records until the end of the year.
 - Dan will also bring back Patron computer 1, sent in on Friday as instructed for repair.
- Two full bags of books came back from 4CLS with records created; will work on barcoding.
- Would like to attend a virtual library workshop on 2/1/24 from 1 to 3:30 pm; requesting approval to spend \$25 for workshop; approved by Board
- We have until June 2024 to continue Wowbrary. Consensus currently is no.
- We received a \$250 donation from Jim Havener
- **Treasurer's Report, Vera Sosnowski**
 - Our Digital Content Plan fee will increase from \$50 to \$270
 - New book acquisitions exceeded budgeted amount which may need to increase
 - Karen will find out from 4CO if automation fee will increase



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- Budgeted amount for Susan's yearly salary increased to \$2000 to account for coverage of director's vacation
- Summer program increased to \$500 for possible entertainer to be shared with MCS. More information about the summer program will be forthcoming.
- Vote on approval of the budget. Kathy moved to approve; seconded by Judy; all approved, motion accepted.
- **Secretary's Report, Crystal Huffstickler**
 - NA

III. Old Business

- Farmer's Market update given by Maria. Participation was good for first indoor market, but not for second. We did generate about \$40 in donations for Barbara's scholarship fund. This will be discussed after Christmas

IV. New Business

- New Christmas tree for library. Karen will look for a new tree on sale.
- Christmas basket. It is too late this year but we will do a snow pile raffle in the new year
- Barcoding progress. Non-fiction books barcoding is ongoing. Susan has been updating the numbering also

V. Other

- NA

VI. Adjournment, Maria Meyer

On the motion of Maria, seconded by Kathy, the Board resolved to adjourn the meeting at 7:43. All in favor.

****Next Meeting scheduled for Monday, Feb. 5th at 3:30 pm; subject to change****

Respectfully Submitted,

Maria Meyer for **Crystal Huffstickler**
Board Secretary



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Trustees of the Milford Free Library,
Milford NY: in alphabetical order:
Crystal Huffstickler, Judy MacLachlan, Maria
Meyer, Kathy Shirm & Vera Sosnowski

Library Director: Karen Zimba