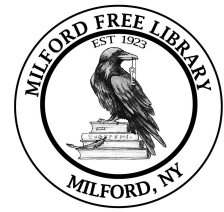


October 2023 - Meeting Minutes of The Milford Free Library Board of Trustees

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



Meeting Held:	Wednesday, October 4, 2023; 6:30-7:30pm At the Milford Free Library @ 64 South Main Street, Milford NY
Board Members Present:	Crystal Huffstickler Maria Meyer Kathy Shirm, arrived 7:00p Vera Sosnowski
Board Members Absent:	Judy MacLachlan
Also Present:	Karen Zimba, librarian

I. Opening of the Meeting, *Maria Meyer*

A. Call to Order: The meeting was called to order at 6:37p by Maria Meyer.

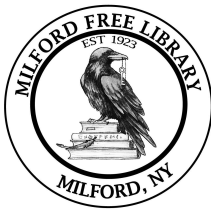
B. Additions to the Agenda: None

C. Adoption of Past Meeting Minutes: On the motion of Vera, seconded by Crystal, the Board approved the minutes of the September 11, 2023 meeting. All in favor, motion carried.

II. Reports

A. President's Report, *Maria Meyer*

- Friends of the Library Seminar - attended by Vera and Maria
 - Seminar re: organizing Friends Group - felt it was very formal route
 - Discussion- create an informal Friends of the Library group who can step in to support library tasks and events when needed; would need further action steps to move forward with this
 - Vera recommended creating a paper sign up in the library
 - Karen would like to advertise on Facebook



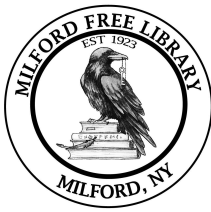
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B. Librarian's Report, *Karen Zimba*, reference attached report

- **New Flag** - placement is great; all agree it looks great; corrected double sided flag is being shipped; Board would like to deconstruct incorrect flag and use it single sided
- **Photos of Library** - Karen continues to work on this and has acquired several thus far
- **Centennial Gathering** - Karen will advertise for the event; refreshments by Margaret Triolo, Barb Buriello and Terry Church; would like to recruit people for speeches
 - NEW: Karen would like to hire a magician to add to the event - if so, she will advertise at the school as well/Vera will add to the school newsletter report - approved by the Board
- **Part-Time Library Assistant** - Karen would like to pursue Susan Stockdale, needs follow up re: paperwork
 - **On the motion of Maria, seconded by Vera, the Board resolved to create a position titled "Part-Time Library Assistant". All in favor, motion carried.**
 - Board discussed parameters/job description - would like to offer paid training (1-2 hrs/week); part-time up to 2 hrs/week (can be flexed); will fill in at same hourly rate (min wage) when Librarian is away
 - Further job description to be created; hourly rate - minimum wage
- Changes to locations of book genres, decor within library
- **Purging** - DVDs, out-dated book series, paperbacks, cozy mysteries
 - Discussion: donate to assisted living homes/etc., added to book sale, given to patrons; pending further advisement from 4CLS - Board agrees to purge these items
- **Library Volunteers** - supplied through DSS program (Adrienne Baker) working with local homeless population; tasks - shelving, cleaning, moving books; Karen will move forward with exploring and trialing this - Board agrees this will be helpful collaboration
- Reviewed schedule/upcoming time off and substitute staffing



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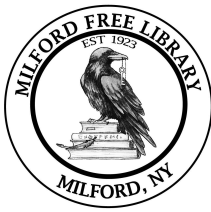
- **4CLS Overdrive (Digital Content) Plan** - reviewed plan to raise fee over next 3 years - Board agrees to participate in fee increases as they occur

C. Treasurer's Report, *Vera Sosnowski*

- **Spreadsheet** - Vera reviewed format, explained columns
- **Review of Book Budget** - ~\$150 remaining for rest of year
- **Petty Cash** - will increase amount of petty cash for Librarian, as small purchases have increased with library service expansions
- **Vote on 2% Tax Cap Resolution** - NYS requires that any org with a budget, funded by populace, has to vote annually whether to exceed 2% tax levy
 - **On the motion of Maria, seconded by Vera, the Board resolved to retain the current library budget as is, well below tax levy of 2%. All in favor, motion carried.**
- **BJ's Membership** - Vera discussed the idea of opening a BJ's membership and registering as tax exempt to save money; upon discussion, Vera will keep track of taxes spent at BJ's to determine if a membership is worthwhile in the future

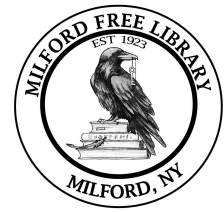
D. Secretary's Report, *Kathy Shirm, Crystal Huffstickler*

- **On the motion of Vera, seconded by Maria, the Board resolved to accept resignation of Kathy Shirm as secretary, with gratitude and regrets. All in favor, motion carried.**
- **On the motion of Maria, seconded by Kathy, the Board resolved to have Crystal serve as secretary. All in favor, motion carried.**
- New library stationary with logo - reviewed and approved by Board
- **Centennial Gathering Invitations** - VIP Invitees
 - Senator Seward; Village Mayor; Town Supervisor; Fire Dept President; Superintendent and Principal at MCS; 4CLS Director and Prof Dev Coordinator/4CLS Rep; Rotary; Milford Church Pastor; Post Master; Jim Havener, Paul Singh, etc.



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III. Old Business

- **Centennial Celebration**, reference notes above
 - **Advertisement** - Karen will flyer at local businesses
 - **Speakers** - Karen will pursue requests
 - **Story Walk** - idea shifted to a few informational signs inside GMHA building
 - **Invitations to community VIPs** - Crystal and Karen will pursue
 - **Library Card Drive** - will create a flyer advertising event and encouraging students to come in to library to sign up for library card
 - **Raffle** - items continue to be collected, stored in library

IV. New Business

- Purchase of a Recycling Bin - approved by Board
- Purchase of Revolving Magazine Rack - approved by Board
- Thank You card to Jim Havener, Green Toad Bookstore - written and signed, will be delivered by Crystal

V. Other

- **None**

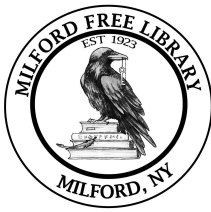
VI. Adjournment, *Maria Meyer*

On the motion of Maria, seconded by Kathy the Board resolved to adjourn the meeting at 8:05p. All in favor, motion carried.

Next Meeting scheduled for **Monday, November 6th 6:30-7:30p; subject to change**

Respectfully Submitted,

**Crystal Huffstickler
Board Secretary**



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(ATTACHMENT)

Librarian's Report, *Karen Zimba*

Regarding Centennial

Is placement of the stand okay with everyone for now, until the corrected Banner comes?

Then I will have my son help me place it in a perpendicular position. I have purchased a grommet punch & grommets so we can attach to the top hook. Also magnetic weights which are in place.

Pat Winsor was in and said that previous librarian, Thelma Winsor's sons, Martin and Larry still live in the area. She will try to contact them for any pictures.

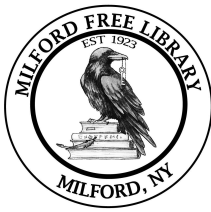
Pat used to be the Village Clerk & at that time there were some historical pictures on the wall.

I asked Kitty & she did not know about any wall pictures but she had a photo album & I made copies of 2 pictures. One of them was a picture of the Library when it was where the bank parking lot is now. I called Sandy Bullard, advised her of the 100th Anniversary celebration & I asked her to stop by the library some time so I could ask her some more questions.

I checked with Lori Solensten. She and Marvin cannot find the Bicentennial quilt but they will keep looking.

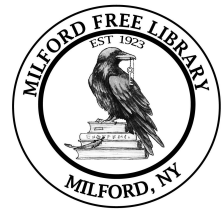
The article I submitted regarding our Centennial is in this month's October 4CLS newsletter.

I have mocked up a flyer for distribution. Open to any edits. Will show you at the meeting.



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I have spoken to Donna Ackerman regarding library renovations in 2003 and have started a document with updated history.

Would you consider having a magician perform at the MHA? I have contacted one used by other 4CLS libraries & he is available 11/16/23. Cost would be \$300 + \$65 for travel expenses.

Part Time Library Sub

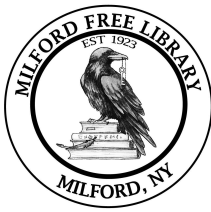
The young gentleman I had thought of for part-time and sub Library work is not available right now. However, Susan Stockdale who has been volunteering with me on Thursdays is quite interested. She used to volunteer at her library in North Carolina and she has done a bit of barcoding for us.

Other Notes

I checked with Steve Bachman and there will be a delivery on Friday November 24th. This week I will be off, so it would be good if a sub was in place by then.

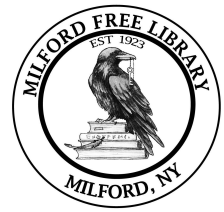
I have already shown several of you but will show the rest ... the new locations of Easy Readers Juvenile Non-Fiction and Young Adult Non-Fiction. My son helped barcode on Saturday and we are getting close but still not quite finished Young adult Non-Fiction. When finished, I plan to move the Young Adult Fiction down the line along the shelves. There is a lot of gray area between Juvenile and Young Adult in the Non-Fiction category. This is why we felt it was good to have them side by side.

Would like your thoughts on DVDs, paperbacks, cozy mysteries, and those two series that Barb got for Ruth Pratt. I feel that all those who would have read those have done so and no one is taking out DVDs or paperbacks.



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I received a call on Friday from Adrienne Baker from DSS. She is looking for volunteer jobs for the homeless people that are living in those homes built near the rehab center. I thought they might be able to do some shelf reading for us. She or one of her co-workers will come with them for the first time.

**Library will be closed Saturday October 7th, 2023. Karen will be away for Canadian Thanksgiving. I have posted on Facebook & put a sign on the door.
Might still be away on Tuesday October 10th – any volunteers to cover that day?**

FYI - Long time Milford Library patron, Linda Sullaway passed away on September 1st. She had been in the library not too long before that.

**4CLS Overdrive (Digital Content) Plan
Fee increases over the next 3 years will be discussed again at our 4CLS Directors call, Thursday October 5th. Vote/ballot needs to be returned by 11/17/23. Milord's fees would go from present \$50, to \$269.94 in 2024, \$350 in 2025 and \$500 in 2026.**