

**APRIL 2024 Meeting Minutes
of The Milford Free Library Board of Trustees**

Meeting Held:	Wednesday, April 10, 2024; 4-5p At the Milford Free Library @ 64 South Main Street, Milford NY
Board Members Present:	Crystal Huffstickler Judy MacLachlan Maria Meyer Marie Petta Kathy Shirm Vera Sosnowski
Board Members Absent:	NA
Also Present:	Susan Stockdale, Library Assistant

I. Opening of the Meeting, *Maria Meyer*

A. Call to Order: The meeting was called to order at 3:57p by Maria Meyer.

B. Additions to the Agenda: NA

C. Adoption of Past Meeting Minutes: On the motion of Maria, seconded by Judy, the Board approved the minutes of the February 2024 meeting. All in favor.

II. Reports

A. President's Report, *Maria Meyer*

- NA

B. Library Director's Report, *Karen Zimba, addended notes*

- Attended webinars - 4CLS – a Collection Development series
- Second delivery day added for 4CLS books
- New York State Annual Report - submitted in Feb 2024
- Completed Blue Cloud Reports training
- Doing book orders on Workflows
- Barcoding updates - progress continues
- 4 Bassett Living Well Program packets available to patrons
- Community Survey planned for this summer
- Capacity - working over 20 hours, developing time management strategies
- Summer Reading Program - theme "Adventure Begins at the Library"
- Community Relations - attended school play and personally donated ad for library
- Barb's Garden
 - Maria will write a thank you note for the donation of memory stone
- Property management needs - raking front lawn, moving heavy items; Vera will follow up with Village Office

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- Eclipse glasses offered to community
 - Publicize through Facebook and signs posted - we can collect and donate used eclipse sunglasses!
- Catholic Charities will attend Story Time
- Furniture Idea: Moving bookshelves - efficient use of space
- Connecting with Cooperstown Library for growth and development
- Thank you to Crystal for work on Barb's Memorial Award

C. Treasurer's Report, *Vera Sosnowski*

- Will be emailed this week

D. Secretary's Report, *Crystal Huffstickler*

- NA

III. Old Business

A. Barbara C. Campbell Memorial Award

1. Discussion of revisions/edits/additions, etc.
2. Marie will complete revisions for final draft and send out for review

B. Library Renovations

1. New idea: using a pre-built shed to attach to library building to use as children's room
2. Discussion - need for more space, Children's section, meeting space, make space ADA compliant, replace windows, etc.
3. Vera will discuss further with Will Craft Construction to determine plans, costs, zoning regs, etc.; Vera and Maria will attend a village Board meeting

C. Strategic Planning

1. Discussions of renovations prompted discussion of need for strategic planning and goals/missions of the Milford Free Library
 - a) Need to create Strategic Planning Committee and set meeting dates
2. Board would like to remain in location for foot traffic/community access
3. Discussion of desire to engage parenting community and children

D. Recruiting New Board Members

1. Brainstormed several comm members who are connected to the library and may be interested; all are encouraged to spread the word

IV. New Business

A. Reappointment of Board Members

1. Vera moves to reappoint Judy for a five-year board term, seconded by Maria. All in favor. Motion passed.

B. Contract for Library Director and Library Assistant positions

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1. To include: wage, hours/week, paid vacation, paid continuing education time
2. Will check with 4CLS to see if they have templates for contracts
3. Will form Contract Committee to address this item

C. Book Sale

1. Date: June 1 or June 8, 2024 - Maria/Vera will confirm
2. Maria continues to make bags
3. Need to recruit help for moving books - MCS CIA? Boy Scouts? - Maria will post on Facebook

V. Other

A. NA

VI. Adjournment, Maria Meyer

On the motion of Maria, seconded by Kathy; the Board resolved to adjourn the meeting at 5:05p. All in favor.

Next Meeting scheduled for **Monday, May 6th, 3:15p; subject to change**

Respectfully Submitted,

**Crystal Huffstickler
Board Secretary**

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

Library Director: Karen Zimba
Library Assistant: Susan Stockdale