

November 2025 Meeting Minutes of The Milford Free Library Board of Trustees

<u>Meeting Held</u>	<u>Board Members Present</u>		<u>Board Members Absent</u>	<u>Also Present</u>
Monday, 11/17/25 6:30-7:30p	Crystal H Maria M Marie P Kathy S	Vera S Judy M Amanda B (virtual)	NA	Karen Z, Library Director Susan S, Library Assistant

I. Opening of the Meeting, *Maria*

A. Call to Order: The meeting was called to order at 6:35p by Maria.

B. Adoption of Past Meeting Minutes: On the motion of Crystal, seconded by Marie, the Board approved the minutes of the August meeting. All in favor.

II. Reports

A. President's Report, *Maria*:

- Board Considerations - Maria attended a recent training that sparked interest in:
 - Diversity on the board - we are currently missing other gender perspectives
 - Rotation of Officers - some boards periodically rotate officers for parity; Board discussed and decided to remain as is for now
 - Required Trustee trainings - 2 hours a year, proof must be submitted to Vera, who keeps track for our Board
 - Website for trustee trainings: <https://4cls.libguides.com/trustees>

B. Library Director's Report, *Karen*:

- Fire Inspection Due - Otsego County Code Office stopped in and shared that a fire inspection is due and needs to be scheduled; Karen will follow up
- Long distance calling - Karen finds a need for long distance calling as many patrons have an out of area phone number
 - Discussion: currently village pays for internet; Crystal suggested looking into Google Voice, which uses internet for free calls and texts to any number; Karen will look into it
- Continuing Education & Networking: attended 4CLS Day of Learning on 10/20/25 and emphasized networking benefits; attended quarterly Children's Book Preview on 10/24/25 for 6 free children's books
- Programming: Karen would like to create an offering that connects the Ken Burns American Revolution tv series to the Revolutionary War soldiers buried in our local cemetery; discussed promoting Ancestry.com and ComicsPlus subscriptions to community
- 4CLS News: Karen continues to forward the 4CLS newsletter to all trustees
 - Library Card Design Contest final voting ends 11/10/25 and MFL will receive 50 free library cards with the new design for patrons
 - 5-year Plan of Service revisions - 4CLS is offering listening sessions for stakeholders; Karen is attending 11/18 and 11/20 sessions

C. Treasurer's Report, Vera:

- Proposed Budget for 2026
 - Discussion: Board reviewed budget line items and made suggestions; Vera will amend based on feedback and provide another version via email to be voted on by Board at December meeting;
 - Discussion: Board expressed concerns about annual budget, noting we have gone over budget for the past few years by roughly \$4k and were able to draw from savings account to cover overage; acknowledgement that certain costs are necessary and increase year to year; noted book expenses have been curbed by refining process of book selections; Board would like to further discuss financial sustainability
 - Marie thanked Vera for her diligent work as Treasurer, noting the MFL appears to be a healthy organization.
 - Crystal noted some community comments about the cost of library services prompted by recent tax increase; the Board noted it is an opportunity to educate the community about our services - Karen frequently posts on social media, contributes to MCS quarterly and 4CLS newsletter; brainstormed suggestions for MCS newsletter contribution: "here are the things our library can do for you!" Karen will follow up with Chris Cottrell at MCS re: deadlines for newsletter, allowable content, etc.
- On the motion of Marie, seconded by Maria, the Board voted to not exceed a tax rate increase above 2%. All in favor.

D. Secretary's Report, Crystal:

- NA

III. Old Business

- A. Construction - Vera followed up with Will Craft at Craft Construction; he stated we are on the list for Spring 2026; Karen has not yet heard the final decision about grant funding, anticipates hearing after the new year.
- B. Trustees terms - 4CLS recommends trustee terms begin in January of a given year; thus the Board will plan to vote Amanda Baysinger in as new trustee in January 2026.
- C. Survey - Board reviewed survey draft; trustees were asked to please review individually and provide feedback to the Survey Committee (Maria, Marie, Karen) before the December meeting; Karen will work on compacting the survey; methods for distribution were discussed: printed copies in library, QR code and link in school newsletter, printed copy in school newsletter; Karen will f/u with Cottrell re: newsletter; Board discussed QR code creation, survey platform (Google forms, Survey Monkey); Karen will look into these tasks

IV. Adjournment: On the motion of Maria, seconded by Marie, the Board resolved to adjourn the meeting at 7:45. All in favor.

****Next Meeting scheduled for Monday, Dec 1, 2025, 6:30 at Maria M's house; subject to change****

Respectfully Submitted,

Crystal H
Board Secretary

Trustees of the Milford Free Library, Milford NY:

in alphabetical order:

*Amanda B, Crystal H, Judy M, Maria M,
Marie P, Kathy S & Vera S*

Library Director: Karen Zimba

Library Assistant: Susan Stockdale

