

The Milford Library Board met in regular session on Wednesday, April 6, 2016 at 5:30 p.m. Those present were Board members Denny Dotson, Elaine Franklin, Rick Kilts, Jeff Cookinham, Shelly Berning, Joann Gano, Director Beth Sorenson, and City Administrator LeAnn Houge. Carla Schley was absent.

The meeting was called to order at 5:30 p.m.

Public Comments: None

Minutes: Jeff moved to accept the minutes as presented, Elaine seconded and Board approved.

Policy Review: Public Relations Policy/Use of Library as Meeting Space – Beth added Assistant Director to the Public Relations Policy and made no changes to the Use of the Library as a Meeting Space.

Trustee Education: Beth sent an article for the Board to read about offering programs to the community. The article reinforced the fact that programming is important; the Milford Library offers many programs throughout the year for our community.

Bills: The bills were read and discussed; Elaine moved to pay the bills, Denny seconded, Board approved.

Director's Report: The circulation and monthly program reports were reviewed.

- Mar. 15 Adult book club – Read Ghost Boy, 6 attended
- Mar. 10 Adult Technology Class – 7 attended
- Mar. 10 YA Technology Class – 10 attended
- Story times, 18 sessions -105 attended
- Mar. 10 Craft Party – 10 attended
- Mar. 1-19 Easter Coloring Contest – 71 participated
- Mar. 11 Genealogy Program – 20 participated
- Mar. 1-19 Egg Hunt – 15 participated
- Mar. 3 Friends of the Library met
- Mar. 31 Community Game Night – 9 attended

Upcoming Events:

- Story times – 16 planned
- April 14 – After School Party with Isaac Unga
- April 11-15 School Library Visits
- April 15 Volunteer Appreciation
- April 20 Paranormal Program
- April 19 Adult Book Club - \$2.00 a Day
- April 21 Community Game Night
- April 26 Hawkeye Care visit

Discussion of upcoming topics:

Alternative times for children's craft party and story time – The Board asked if there could be different times these events could be held to have more children/parents attend. Beth presented this to the staff during their meeting. The Board suggested Wednesday early evening or Saturday morning may be worth trying.

Investments: The Library funds have been deposited into Northwest Federal as requested a 1.15% and the CD will mature on 6/16/2017.

Gitchie Girl author – Saturday, April 16 at 10:00 a.m.; Attorney- Thursday, April 7, 2:00 p.m.; Spring Financial Cleaning for Farm Families – April 8, 10:30 a.m.; All at the library in Spirit Lake.

Heather GudenKauf will come July 26 and Dan Gable may be coming – both of these programs will be hosted by Spirit Lake, Arnolds Park and Milford Libraries.

Electrical panel vs. light switch – Pederson Electric looked at the panel and suggested to prevent the use of the circuit breakers as light switches a switch needs to be installed at the cost of \$293. Denny moved to have this work completed, Jeff seconded, Board approved.

STEM Award – Gillian applied for a program using STEM activities and received the award. A class on how use the kit will be offered in Des Moines.

Part-time person: Beth would like to hire a part-time person 6-10 hours/week with the job description of Jim and Robyn. The advertisement was reviewed and Jeff moved to hire a part-time person. Elaine seconded, Board approved.

Denny moved to adjourn, Shelly seconded.

Joann Gano

Secretary