

The Milford Library Board met in regular session on Wednesday, February 6, 2013, at 5:30 P.M. Those present were JoAnn Chaffin, Rick Kilts, Carla Schley, Denny Dotson, Elaine Franklin, Joann Gano, Director Susan Pratt, and City Administrator Matt Skaret. Absent was Jeff Cookinham.

Public Comments: none

January minutes: JoAnn moved to approve the minutes as written, Carla seconded, Board approved

Bills: The bills were read and discussed, Carla moved to approve the bills for payment, Denny seconded, Board approved

Library Assistant Job Description: Susan proposed to make no changes in the description.

Director's Report:

- Circulation report was discussed
- Monthly programming was read
- The adult book club read A Secret Gift and 6 people attended
- Betty held 20 story times with good attendance despite the weather
- The staff met to discuss important issues to the library. Topic included the new vacuum, Boy Scout donation, new website, 911 Emergency Policy, and the summer reading plans
- In January the new website was released. Susan pointed out the links that were included and mentioned this site is user friendly
- 4 new acrylic sign holders were purchased. A rotation of books will be on display in these holders
- Wendy has started the weeding process of the previous year's magazines. These will be bundled and sold at the summer book sale

- This month Water Marks by Hoover will be the adult book club selection
- Betty will hold many story times during February
- February 14 will be the next craft party and children will make heart animals
- The Boy Scouts will be making a donation from their popcorn sales to the library. Betty will meet with them to accept the donation and the money will be used to purchase outdoor and survival books
- Betty is planning the summer reading program and has sent out letters to businesses in Milford. The theme for the program is "Dig Into Reading"
- Aimee will be attending conferences in Minneapolis, Mason City and Des Moines and will be presenting a program on technological advances

- Jackson Millwork has installed the new DVD shelving. The old shelving was sold to the library in Ida Grove for \$90
- The proposed budget was discussed, JoAnn moved to approved the budget for fiscal year 2014, Carla seconded, Board approved

- Susan is looking into the online platform Learning Express. This is a career and academic resource for people to use for job preparation and career advancement
- The staff wants to learn about WILBOR and how to troubleshoot technology problems. On March 19 a 1/2 day inservice will be held, Carla moved to close the library until 12:30 so staff can hold their inservice, Elaine seconded, Board approved
- For Level 3 Certification the Board needs training on library topics; Susan explained WILBOR part 1 for the first session

Carla moved we adjourn, Denny seconded.

Joann Gano
Secretary