

The Milford Library Board met in regular session on Wednesday, February, 2021, at 5:30 p.m. Those in attendance were Board Members Elaine Franklin, Shelly Berning, Joann Gano, Jeff Cookinham, Deb Johnson, and Denny Dotson and Director Gillian Anderson. Chairperson/Member Rick Kilts, was absent.

The meeting was called to order by Denny.

**Public Comments:** No public comments.

**Minutes:** Jeff moved to approve the December minutes as presented, Deb seconded, Board approved.

**Bills:** The bills were emailed to each member for viewing prior to the meeting, all bills were received. Elaine moved to pay the bills, Jeff seconded, Board approved.

**Policy Review:** Public Relations Policy was sent to board members prior to the meeting. Board reviewed the current policy. The current policy did not include utilizing Social Media platforms, so these will be added to the policy.

**Director's Report:**

- a. Circulation and Monthly program reports were reviewed. Numbers are slightly up or holding from the previous month.
- b. Report last month's events
  - YA Subscription Box – A Comfy, Cozy January – December 29 – January 26 – 18 taken
  - Grab and Go Bags and Books – Polar Bears – January 4-15 – 72 taken
  - Book Bundles – January 4 – 29 – 9 taken
  - Grab and Go Bags and Books – Beach Vacation – January 18 – 29 – 73 taken
  - Adult Craft Series – Live Winter Centerpiece – January 20 – 18 taken – 4 video views
  - Paint Night – January 26 – 16 taken – 4 – video views

**Upcoming events**

- Grab and Go Bags and Books – Groundhog Day – February 1 – 12
- Book Bundles – February 1 – 26
- YA Subscription Box – Donut Worry, Be Happy – February 9 – 25
- Grab and Go Bags and Books – Valentine's Day – February 16 – 26
- Adult Craft Series – DIY Lavender Soap – February 17
- Paint Night – February 23

### Discussion of upcoming topics

- Due to COVID numbers in the community decreasing, the library will begin to be open to the public for scheduled appointments on Monday, February 8, 2021. Patrons will be allowed to make an appointment by calling the library and scheduling an hour to come into the library. Curbside pick-up will continue to be open to the public. Gillian will continue to monitor the numbers in the community and the next step of the Phased Re-opening Plan will be discussed again next month.
- T-Mobile has contacted the area libraries about purchasing internet hotspots for patron usage. The library could purchase 5 hotspots for \$3,500. These hotspots would have a 24-month commitment, with no overage fees, but the library could set up limits on each device. The checkout policies are still in discussion. After much discussion, the board advised Gillian to research any grants that could cover the cost as these would be beneficial for the community but not currently in the budget.
- Gillian shared that the first payment which is half the permanent drive-up Transaction Drawer has been paid for and it is estimated that the drawer should arrive to the library during the first week of March. Gillian also shared that she received a quote of \$1000 from Heartland Glass for the work that needs to be done to the window to install the drawer. After much discussion, Jeff moved to approve the work of \$1,000. Joann seconded. Board approved.

c. No Other Items of Note

Joann moved to adjourn; Jeff seconded.

Shelly Berning,

Secretary