

The Milford Library Board met in regular session on Wednesday, April 7, 2021, at 5:30 p.m. Those in attendance were Board Members Rick Kilts, Elaine Franklin, Shelly Berning, Joann Gano, Deb Johnson, and Denny Dotson and Director Gillian Anderson. Member Jeff Cookinham was absent.

The meeting was called to order by Rick.

Public Comments: No public comments.

Minutes: Deb moved to approve the March minutes as presented, Denny seconded, Board approved.

Bills: The bills were emailed to each member for viewing prior to the meeting, all bills were received, Gillian noted 2 Amazon items did come in after the bills were emailed. Elaine moved to pay the bills, Joann seconded, Board approved.

Policy Review: The Internet Policy was sent to board members prior to the meeting. The board reviewed the current policy; no changes were made. Policy is noted as reviewed.

Director's Report:

- a. Circulation and Monthly program reports were reviewed. Circulation numbers are slightly up from the previous month, patron numbers have continued to rise since opening for appointments.
- b. Report last month's events
 - Grab and Go Bags and Books – Snails – March 1 – 12 – 77 bags taken
 - Book Bundles – March 1 – 26 – 5 participated
 - MML Coloring Contest- March 1-22- 208 participated
 - YA Subscription Box – Opening Day – March 9 – 30 – 16 taken
 - Grab and Go Bags and Books – Dinosaurs – March 16 – 26 – 87 bags taken
 - Adult Craft Series – Macrame Plant Hanger with Succulent– March 17 – 34 Taken
 - Paint Night – March 23 - 19 taken

Upcoming events

- Grab and Go Bags and Books – Easter – April 5-16
- Book Bundles – April 1 – 30
- YA Subscription Box – Adventure Awaits – April 13 – 30
- Grab and Go Bags and Books – Earth Day – April 19-30
- Adult Craft Series – DIY Hoop Wreath – April 19-30

- Paint Night – April 27

Discussion of upcoming topics

- The board discussed the current Reopening Phase. After much discussion about community numbers and library staff perspectives, the board recommended that the library moves into the next phase of Reopening. On April 12, 2021 the library will move into Phase 2 from Phase 1.5. Details of Phase 2 Reopening Plan are as followed.

Phase 2

- Library will begin to be open to the public for book check out.
- Open to the general public from 10 a.m. - 3 p.m. Monday – Friday and Wednesday from 10 a.m. – 3 p.m. and 4:30 p.m. – 6:30 p.m.
- The drive-up window will be open Monday – Friday 10 a.m. – 5 p.m. and Wednesday from 10 a.m. – 6:30 p.m.
- Extra precautions will be in place.
- Signs will be put on the floor to make sure that patrons stay 6ft away from each other.
- Signs will be posted about handwashing.
- Plexiglass installed on front desk.
- Computers safely distanced.
- Chairs placed at a safe distance.
- Some seating will be removed to make sure patrons stay a safe distance from each other.
- Hand sanitizer will be available at the front entrance.
- Masks will be required in the library.
- Patrons will need to use the book drops to return books.
- Signs up so patrons cannot walk behind desk.
- No toys available.
- Newspaper may be read.
- Computers will be available and limited to an hour daily.
- Patrons will be asked to limit their visit to an hour or less.
- Staff will be available to make copies, scan documents, and send faxes.
- Public Restrooms available with the key at the front desk.
- Conference room not available to public.

- No one under 16 will be allowed in library unless accompanied by parent/guardian.
- The library has two Certificates of Deposit up for renewal at Northwest Bank. Gillian shared the options at each local bank after much discussion of the different options Joann moved that both CDs are renewed for 20 months at an interest rate of .55% at Northwest Bank, Elaine seconded, board approved.
- Gillian shared that the transaction drawer arrived, but it does currently extend out of the building as far as we expected. The drawer that was ordered was supposed to extend 17 inches and the current only extends 13 inches. Gillian has contacted the company and they are currently working with the library to resolve the issue. Gillian will update the board at the next meeting.

c. No Other Items of Note

Denny moved to adjourn; Joann seconded.

Shelly Berning,

Secretary