

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
FEBRUARY 6, 2013
(draft)**

Board President, Mrs. Linda Wanosky called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:40 pm on February 6, 2012.

PRESENT

Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Mrs. Gaynor
Mrs. Oliver
Mrs. Zabinsky
Ms. Paula Smith, Aldermanic Liaison
Mrs. Tsang

EXCUSED

Mr. Vita, President
Dr. diFate
Mr. Barnett
Mr. Frank Smith, Aldermanic
Liaison

ABSENT

Ms. D'Anna arrived at 7:55 pm so a quorum was met.

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mrs. Creedon moved to approve the minutes of the December 5, 2012 Library Board meeting. Mrs. Gaynor seconded the motion. The motion carried.

Secretary's Report: Mrs. Creedon read a letter from Mrs. Tsang announcing her resignation as Library Director after 32 years working for the library and the City of Milford. In her letter Mrs. Tsang stated that she has always strived to do her best and found her work at the library fulfilling. She also stated that she hoped that she has helped to improve the library and stated her appreciation for her top notch staff. Her resignation will take effect on June 21, 2013. Discussion ensued. It was decided to defer discussion on her resignation to New Business.

Treasurer's Report: Mrs. Tsang read the transfers. \$11,600.00 was transferred from the Passport Unallocated Contingency fund of which \$2,600.00 was put into Computer Software & Maintenance and \$9,000.00 into Electronic Media. From the General Fund, \$255.00 was transferred from Information Services into Computer Software and \$241.21 from Office Equipment Upkeep into the Printing & Binding account. Ms. D'Anna arrived at 7:55 pm.

President's Report: Mrs. Wanosky read a letter from the Association of Connecticut Library Boards which suggested that the Board join the ACLB. Mrs. Tsang stated that she believes that the Board is already a member but will find out if the 2013 dues have been paid. Mrs. Wanosky stated she had nothing else to report but updated Ms. D'Anna on what had occurred at the meeting before her arrival.

Librarian's Report: Mrs. Tsang stated that the wireless connection has been upgraded with a disclaimer page and although the connection is slower, the wireless connection in the building has improved with service in areas of the library that previously had none. Mrs. Tsang will attend the budget hearing with Mr. Vita on Monday February 25th, 2013. Mrs. Zabinsky asked Mrs. Tsang if there were any pressing needs that she is aware of for the future. Mrs. Tsang stated that she advised Mayor Blake of the possibility of having the Public Computers replaced with I-Pads in the future. Mrs. Tsang stated that the evacuation plan and safety policy for the library is being reviewed by the City's Risk Manager, Kim Kell, as well as the City's Safety Consultants and that the information should be available for next month's meeting. Mrs. Zabinsky asked Mrs. Tsang to consider obtaining a lockdown procedure. Ms. Smith suggested contacting Officer Vaughn Dumas with the Police Department about the possibility of having a panic button installed for direct connection to the Police Department and installing phones at certain access points in the building. She also recommended talking to Police & Fire about a lockdown procedure before implementation.

Mrs. Tsang stated that more e-book titles have been added to the library's collection. Fred Danowski, the library's Automation Librarian, gave an e-Book Power Point presentation to the staff. Mrs. Tsang stated that Mrs. Suzanne Harrison Thomas, the Children's Librarian, has placed an order of \$1,500.00 of Children's e-Book titles. Mrs. Tsang described January's Circulation statistics with the Board. She stated that there is a variety of e-books that are being circulated which not only include popular titles but also titles for subjects such as cooking and travel. Discussion ensued on spending for e-books and Audiobooks. Mrs. Tsang stated that she is still doing research to obtain better pricing on Audiobook purchases. She stated that she will have more information over the next few months. Mrs. Tsang offered the Board an e-Book and Audiobook instructional notebook to view which was made for the public's use by Ms. Diana Austin, Library Assistant in the Circulation Department.

Mrs. Tsang asked the Board to approve \$1,200.00 from the Passport Funds for the purchase of an end of range bookcase for the Young Adult section in the Circulation Department from Passport Funds. Mrs. Tsang also asked for an approval of \$1,000.00 from Passport Funds for the purchase of DVD's. **Mrs. Zabinsky motioned to approve \$1,200.00 for an end of range bookcase and two additional pictures for the Program room from the Furniture & Fixtures account in Passport Funds and \$1,000.00 for DVD purchases from Passport DVD Funds. Ms. D'Anna seconded the motion. The motion carried.** Mrs. Creedon asked that a reserve fund be established in order not to deplete the Passport Funds. Discussion ensued. Ms. Smith stated that the Board has total control of spending and that a separate reserve might not be necessary. **Mrs. Creedon made a motion to set a reserve of funds of \$15,000.00 in the Passport funds. If spending is to go below this amount, it requires a 2/3 majority of the full Board for approval. Mrs. Zabinsky seconded the motion. Ms. D'Anna opposed. The motion carried.**

Old Business: Mrs. Creedon asked Mrs. Tsang if the I-Pad was purchased with the money that was allocated from Passport Funds at a previous Board meeting. Mrs. Tsang stated that the I-Pad had not been purchased and that she held off on the purchase for various reasons, but that the Kindles had been purchased. Mrs. Tsang stated that she will research how much was allocated and pursue the purchase of an I-Pad.

New Business: Mrs. Tsang offered suggestions to the Board on how to proceed with the search for a new Library Director and read the details of the current Job Description to the Board. Mrs. Zabinski asked if it was possible to have the Job Description updated. Mrs. Tsang stated that an update to the job description has to be made through Civil Service and that she will ask the Personnel Director, Mr. John O'Connell, about how to make the changes but that she doesn't believe it will be ready for the hiring of the new Director. Discussion ensued. Ms. Smith suggested having the decision made and submitted to the Mayor by the end of April in order to be on the agenda for the Board of Aldermen meeting of June 3rd, 2013. Discussion ensued. The Board members present decided to try to have a decision submitted to Mayor Blake by April 30th in order to be put on the agenda for the Board of Aldermen meeting on May 6th, 2013 and that they will put together a committee as soon as possible. Mrs. Creedon suggested that if the deadline is for the May 6th meeting, that Mrs. Tsang should give a timetable based on the criteria mentioned, and that she should back it up so that the Board knows what the best dates are. Mrs. Tsang stated that she didn't feel comfortable with that but suggested that they contact Ms. Jennifer Keohane, Executive Director of the Connecticut Library Consortium, for assistance in the best way to proceed as to a timeline and she also suggested that they ask her to join the committee. Ms. Smith stated that the deadline to make the agenda is 5 days before any Board of Aldermen meeting and that if an appointment should fall through it will just be removed from the Agenda. Ms. Smith suggested emailing the other Board members asking who would like to be a member of the committee. Mrs. Tsang stated that she will copy in all of the members of the Board on an email to Ms. Keohane, announcing her resignation and that the Library Board would be seeking help from her on setting up a committee and how to proceed with hiring a new Director. She also suggested to the Board members that they visit the Connecticut Library Consortium website to view the job descriptions.

Mrs. Creedon moved to adjourn the meeting at 9:15 p.m. Mrs. Gaynor seconded the motion. The motion carried.

Respectfully submitted,

Joanne Sharretto, Clerk to the Board
Mrs. Linda Creedon, Secretary