

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF MARCH 3, 2010
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:37 pm on March 3, 2010.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Dr. diFate
Ms. Smith
Mrs. Tinti
Mr. Barnett
Mrs. Tsang

EXCUSED

Ms. D'Anna, Treasurer
Mrs. Librandi
Mrs. Paula Smith,
Aldermanic Liaison

ABSENT

Mr. Patterson, Aldermanic Liaison

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mr. Vita requested a motion to accept the minutes of the December 2, 2009 meeting. Mrs. Creedon moved to accept the minutes. Mrs. Wanosky seconded the motion. The motion carried.

Secretary's Report: Mrs. Creedon read a letter dated March 3rd, 2010 from Board member Mrs. Maria Librandi in which was stated; due to medical reasons she is resigning from the Library Board. Mrs. Librandi stated that she was grateful to be involved with the Board on their decisions and successes and that she wished the members of the Library Board continued success in the future.

Treasurer's Report: Mrs. Tsang read the transfers for the Passport Funds. In October, \$1,254.54 was transferred from the Unallocated Contingency Fund into Furniture, Fixture & Equipment. In December 2009, \$26.93 from Seasonal Temp into Fringe Benefits and \$3,000.00 from Unallocated Contingency, with \$2,000.00 into Seasonal Temp, \$500.00 into Workers Comp and \$500.00 into Fringe Benefits. In February 2010, \$1,100.00 was transferred from Unallocated Contingency with \$500.00 into Postage and \$600.00 into Office Supply. For the General Fund in December, \$3,600.00 was transferred from Regular Wages into Seasonal Temp. Mrs. Creedon asked for the current balance of available funds for the Passport Accounts. According to the Bookkeeper's Report there is \$30,886.83 available which includes remaining operational fund balances.

President's Report: For the President's report, Mr. Vita addressed attendance at the Library Board meetings. He realizes that members have other commitments and at times an absence cannot be avoided, but he asked that all members advise Mrs. Tsang as soon as possible if they cannot attend. Mrs. Creedon suggested that all Board members verify by email to this clerk, that they will or will not be attending to avoid members coming out with the lack of a quorum. Discussion ensued. Mrs. Tsang suggested that an email will be sent a few days prior seeking an attendance confirmation from all Board members. Mr. Vita thanked Mrs. Wanosky for accompanying Mrs. Tsang for her budget presentation to the Board of Finance. Discussion ensued. Mrs. Wanosky stated that good questions were asked and she also complimented Mrs. Tsang on her presentation. Mr. Vita stated that he received very good responses on the presentation made by Mrs. Tsang. Mrs. Tsang stated that two Aldermen, Mrs. Paula Smith and Mr. Bill Bevan visited the library today as part of their citywide tour of Departments.

Librarian's Report: Mrs. Tsang stated that the library may not have enough funding for the Seasonal Temp account for this fiscal year. When asked where the funds will come from, she stated that she will transfer funds from the Overtime, Pay differential and Professional Fees accounts. Mrs. Tsang detailed the responses to the Board from the public surveys of the Library's Strategic Plan. Although there is another week remaining for the reception of surveys, she stated that she is very pleased with the response thus far. Discussion ensued.

One of the issues was the lack of parking for library patrons. Mrs. Wanosky asked if signs could be installed that are designated for library users only. Mrs. Tsang stated that she believes that is what the two hour parking signs are for. Mr. Vita stated that he has witnessed the police tagging cars who were in violation. Mrs. Tsang stated that the parking issues will have to be included into the final strategic plan. There were many people who took the time to write their opinions and what their hopes for improvements to the library were. Mrs. Tsang wanted to commend Mr. Fred Chidester, a volunteer with the Friends, who donated his time and talents in putting the Strategic Report on the website. As of March 8th, 2010 the vacant staff position at the library will be filled. Mrs. Cathy Ratzenberger, a Seasonal Temporary staff member, has accepted the position of Library Assistant for the Reference Department. Mrs. Tsang wanted to thank the Personnel Department for hastening the steps necessary to fill the position quickly. She also wished to commend the staff, especially Technical Services, for their hard work during this time as they pulled together to compensate for the shortages in staff this year.

Mrs. Tsang stated that she believes there will be enough funding to cover wages for the last two Saturdays in June 2010. She detailed the monthly library statistics for the Board. Discussion ensued. From the statistics and the Strategic Report, Mrs. Tsang determined that by public demand, more funding is needed for the purchase of DVD's. Mrs. Tsang asked for the Board to approve a transfer of \$5,915.00 from the Unallocated Contingency Account of the Passport Office Funds. She requested \$3,765.00 for the purchase of chairs and \$150.00 for the purchase of glue and sliders for the tables that were previously purchased with Passport Funds. She showed the Board members the sliders that have been installed on the tables which help them to be moved with ease. She also requested \$2,000.00 for the purchase of DVD's. Dr. diFate made a motion to accept the transfer of \$5,915.00 from the Passport Unallocated Contingency Fund. Mrs. Tinti seconded. The motion carried.

Mrs. Tsang stated that the inside door on the lower level needs replacement. She believes the remaining Renovations Account funds should be used for this purpose as it has become a safety issue. Mrs. Tsang stated that she will ask Mr. Sly Moura of Building Maintenance to obtain a current estimate for the replacement of the door. Currently in the Renovations Account there is in excess of \$21,000.00. Mr. Barnett asked about roof leaks in the library. Mrs. Tsang stated that there have been leaks in new locations. She said that there is an improvement from the leaks in the past but there are still issues, especially along the perimeter of the building. Mrs. Tsang was contacted by Ms. Marcia Winters to obtain an estimate for a roof replacement for the library as she was writing a grant for the City. Mrs. Tsang stated she will contact her to find out if the grant was obtained and the library was included.

Old Business: There is no old business.

New Business: Mrs. Tsang asked for an election of Board officers. Mrs. Tinti presented the current slate of Board members. President, Mr. Vita; Vice-President, Mrs. Wanosky; Treasurer, Ms. D'Anna; Secretary, Mrs. Creedon. Mr. Vita asked the Board members for any additional nominations. There were none. Mr. Barnett made a motion to submit the slate. The Vice President cast one vote and the slate was approved.

Mrs. Wanosky moved to adjourn the meeting at 8:40 p.m. Mrs. Creedon seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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