

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF March 4, 2009
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:33 PM on March 4, 2009.

PRESENT

Mr. Vita, President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Dr. diFate
Ms. Smith
Mrs. Tinti
Mr. Barnett
Mrs. Tsang
Mr. Rosen, Aldermanic
Liaison

EXCUSED

Mrs. Wanosky, Vice President

ABSENT

Mrs. Librandi
Mr. Willey, Aldermanic
Liaison

Public Presentation: Public presentation was presented by Mrs. Dolores McNelis who is the interim president of the Friends of the Milford Library. Mrs. McNelis described the nature of the Friends of the Library, the contributions that their membership organization provides including but not limited to library programs, library cards and museum passes. Mrs. McNelis described programs that the Friends will be hosting and attending. She was particularly proud of the knitting program that was held last summer for children which drew attendees ranging in age from 7-15. She and Mrs. Nancy Abbey, Assistant Library Director organized the program which benefited the Snuggle Project from Putnam, Connecticut. This project accepts donations of knitted blankets for cats and dogs. She stated that she was very pleased with the turnout and the interaction of the young ones and their older companions such as mothers and grandmothers. There will be an adult knitting program beginning on Saturday, March 28. Mrs. Tinti asked Mrs. McNelis for the monetary amount that the Friends donate to the library. Mrs. McNelis stated for example, that for the month of April 2008 the donated amount was \$5,917.00. Mrs. McNelis stated that they have additional members joining monthly. Mrs. Tinti asked if there is anything that the Friends need from the Library Board. Mrs. McNelis requested that all Library Board members become members of the Friends. She stated she has first hand interaction with new residents of Milford who expressed to her how much they love the Milford library.

Disposition of minutes: Mr. Vita requested a motion to accept the minutes of the February 4, 2009 meeting. Mrs. Tinti motioned to accept the minutes. Mrs. Creedon seconded the motion. The motion carried.

Secretary's Report: None

Treasurer's Report: Ms. D'Anna read three transfers for February. \$42.67 was transferred from Information Services into Computer Software Maintenance. \$700.00 was transferred from CD's Educational into Periodicals and \$352.00 transferred from Office Equipment Upkeep into the Magazine Index Database account.

President's Report: Mr. Vita updated the Board on the status of the renovations. He has spoken with Mr. Ray Oliver, Architect for the Renovations project. Mr. Oliver spoke with Mr. Dan Pino of Olympus Construction about the leaking around the perimeter of the library. Mr. Pino told Mr. Oliver that Olympus will take responsibility for the completion of the repairs needed. Mr. Vita stated that there will be a punch list done by the Architect along with the committee. He also stated that he will invite Mr. Oliver to attend the next Board meeting. Mrs. Tsang noted with enthusiasm the presentation of the certificates by the Mayor to the students of Platt Technical Institute. During the last school year, the students had built magazine racks for the Reference Department. Mrs. Tsang and Mr. Andy Charland are currently inquiring about another project for the students. Mr. Vita thanked Ms. D'Anna who created the student certificates. Mr. Vita inquired with Mr. Oliver about the balance in the Renovations account which he estimated at approximately \$2,000.00. Mr. Vita asked Mrs. Tsang to contact Ms. Judy Doneiko, the City Finance Director, for a verification of the account balance.

Mr. Vita stated that he received a letter in response to the request made by the Board for the presence of the City Attorney at the March Board meeting. Mr. Vita also stated that he spoke with Ms. Cindy Anger of the City Attorney's office regarding the insurance policy that the city is implementing. The letter was distributed and read by the Board members. Ms. Anger stated in the letter that she had been waiting for information on certain groups from Mrs. Tsang. Mrs. Tsang provided copies of e-mail that she sent to the Ms. Anger with the information she requested. Mr. Vita was advised by Ms. Anger that the majority of the library groups, on a smaller scale, making inquiries to their office do not require insurance such as the Quilters and the Genealogy groups, but should sign the Indemnity Agreement. Mr. Vita went on to say that Ms. Anger stated she has asked for information on the Friends of the Library. Mrs. Tsang stated that she and Mrs. McNelis need to provide the City Attorney's office with a detailed explanation in writing and will work on that. Mrs. McNelis stated she placed two calls this past week to the City Attorney's office to answer questions about the Friends but has not received a return call. When Mrs. McNelis didn't receive a response, Mrs. Tsang sent the three key questions about the Friends over to the City Attorney's office this week and is waiting for a reply. Mr. Vita stated that he will address the Library Board, the Friends of the Library, and Mrs. Tsang's concerns and questions with Ms. Anger. Discussion ensued. Mrs. Anger stated to Mr. Vita that if there are any further questions the office of the City Attorney is available to answer them. Discussion ensued. Mr. Vita stated that he will resolve any communication issues because the Board felt that Mrs. Tsang had met their request in providing the necessary information.

Librarian's Report: Mrs. Tsang thanked Mrs. Tinti for attending the Board of Finance budget hearings with her. Mrs. Tsang stated that the questions were probing. She talked to the Board of Finance about the increase in library circulation statistics to justify her request that no cuts be made to the budget and stated that there are justifications for every line. Mrs. Tsang stated that the lower level LCD monitor has been installed and is operating. She thanked Mr. Sly Moura and the staff from Public Works and commended staff members Fred Danowski and Michael Beetham for their help in getting the monitor operating. The pedestal LCD will be installed next. Mrs. Tsang spoke about how busy the library has been. She stated that she felt that the renovation of the building and the state of the economy are factors in seeing an increase in patrons and statistics. She added to that by saying that there were two children's programs in the past month which were very well attended.

Old Business: There was no old business.

New Business: There was no new business.

Ms. D'Anna moved to adjourn the meeting at 8:40 p.m. Mrs. Tinti seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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