

**Milford Public Library
Board of Directors
Regular Meeting
March 19, 2014**

Board President Peter Vita called the regular meeting of the Board of Directors to order at 7:37PM, 3/19/2014

Present

Mr. Vita
Mrs. Creedon
Mrs. Angeli
Mr. Barnett
Dr. diFate
Mrs. D'Anna

Excused

Mrs. Wanosky
Mrs. Zabinsky
Alderman Frank Smith
Mrs. Oliver
Mrs. Gaynor

Absent

Alderwoman Suzanne Fontana

Public Presentation: None

Disposition if Minutes: Move to accept as printed, the minutes from 2/18/2014. Moved and seconded by Mrs. D'Anna and Mr. Barnett. Motion passed.

Secretary's Report: None

Treasurer's Report: Mrs. D'Anna read the following transfers:

1. From Educational Software to Microfilm \$60.00
2. From Educational Software to Periodicals \$125.00
3. From Postage (\$1500.00) and from Information Services (\$3300.00) to Magazine Index Database (\$4000.00) and to Computer Software & Maintenance (\$800.00)

Report moved and seconded by Mrs. Creedon and Mr. Barnett and will be filed.

Presidents Report: Mr. Vita reported to the Board about the leak in a heating coil, which resulted in some serious leaking on the ground floor. Repairs were made, cleaning was completed and new ceiling tiles were ordered to replace damaged ones. They will not be the same color as what is there now. Several tables of books from the Friends were also damaged.

Technology Report: See attached report. After reporting to the Board on the most recent Technology meeting, Mr. Barnett asked whether Thin Client Server would work for our Library. Chris is researching and will get back to the Board. She is also hoping to free up more \$\$ in the Budget to purchase additional computers and has put in a request for additional computers in next year's budget. In the Technology Report, it was suggested that our board ok changing the May Woodmont Meeting to June so we can invite a representative from a CT Library to come in May and give the Board an overview of their Digital Media Lab; in particular to get an understanding of special requirements, needs, costs, equipment and staffing. Mr. Vita will confer with the Mayor's Assistant to make sure we can change our meeting at Woodmont.

Policy Committee: Ms. Angeli stated that Mrs. Zabinsky had presented to her a recommended policy change regarding Internet usage. She is consulting with the Staff for input on that and on revision to the Library mission statement.

Director's Report: Mrs. Angeli reviewed her report submitted 2/7/14 see attached and added several items:

- She is taking a long hard look at the Budget to see where there might be cost savings and where she can move \$\$ around.
- There have been three staff workshops with the Department of Human Services
- The 375th Milford Anniversary is coming up and so far three events have been planned at the Library:
 1. June 6th an evening event at the Library "Stories of Lore of Old Milford" with guest host Tom Callinan.
 2. June 11th a local authors day
 3. June 11th a writers slam in conjunction with the MFAC
- We have gotten an OK to use the Recording for the Blind booths to record individual histories of Milford by local residents. Currently the group is learning new program for recording.
- The website is much improved- staff can update as needed. Staff went for training on Graphic Design. Mr. Barnett suggested to Mrs. Angeli that greater explanation of different sites might help
- There has not been a e-book order in some time; Chris will be placing a \$10K order soon. She was not aware that disbursements from Fines and Fees and the Passport Fund need to be approved by the Board. Mr. Barnett asked if there were statistics to show what people are reading with e-books. Mrs. Angeli stated that Children's Books are not being utilized as they should
- Deirdre Thomas has been hired as the new Office Assistant and is in training.
- Statistics seem to be stagnant and Chris A. is reviewing and will make changes.

Old Business:

- Mr. Barnett requested background information on how much \$\$ is available for use in both accounts (Passport and Fines and Fees) as the reports are difficult to understand. Chris A. tried to explain.
- Mrs. Creedon suggested that maybe the new office assistant could research back in the minutes what amounts have been allocated for purchases and what has been purchased. Also, in the minutes there was a vote by the Board to keep a certain dollar amount as a reserve in the Passport Account. We would like to know what that amount is.

Motion to Adjourn: Mrs. Creedon, Mrs. D'Anna Motion approved.

Respectfully submitted,

Ms. Christine Angeli, Clerk to the Board
Mrs. Linda Creedon, Secretary