

**MILFORD PUBLIC LIBRARY  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES OF April 1, 2009  
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:38 pm on April 1, 2009.

**PRESENT**

Mr. Vita, President  
Mrs. Wanosky, Vice President  
Mrs. Creedon, Secretary  
Ms. D'Anna, Treasurer  
Mrs. Librandi  
Ms. Smith  
Mrs. Tinti  
Mrs. Tsang, Library Director

**EXCUSED**

Dr. diFate  
Mr. Barnett  
Mr. Willey, Aldermanic  
Liaison  
Mr. Rosen, Aldermanic  
Liaison

**ABSENT**

**Public Presentation:** There was no Public Presentation.

**Disposition of minutes:** Mr. Vita requested a motion to accept the minutes of the March 4<sup>th</sup>, 2009 meeting. Ms. D'Anna motioned to accept the minutes. Mrs. Creedon seconded the motion. The motion carried.

**Secretary's Report:** None

**Treasurer's Report:** Ms. D'Anna read two transfers for March. From the general fund, \$500.00 was transferred from Information Services into Computer Software Maintenance. For the Passport Office accounts, \$279.00 was transferred from Unallocated Contingency into the Copier account.

**President's Report:** Mr. Vita updated the Board on the status of the renovations. He has spoken with Mr. Charland from the Renovations Committee who is putting together a punch list that should finalize any unfinished items in need of completion. Mr. Vita asked Mrs. Tsang to add items to the punch list that she and the staff are aware of. Mr. Vita stated that Mrs. Tsang spoke with Mr. Dan Pino of Olympus Construction. Mr. Pino stated to her that the timeline for the one year warrantee on the project has expired but that he would look at some items in good faith. Mr. Vita stated that on the items that were not done the warrantee is a mute point. He stated that he will talk to Mr. Ray Oliver, Architect for the renovations project on the issue. Mr. Vita was advised by Mrs. Tsang that at this time there have not been any additional leaking since the last report to the Board. Mr. Vita stated that the repainting of the perimeter areas of the library have not been done which, he stated, Mr. Oliver will discuss with Mr. Pino. Mrs. Tsang read the account balances. In the Renovations account there is a remaining balance of approximately \$9,762.00. In the U.I. energy credit account there is \$21,000.00. Mrs. Tsang advised the Board that she thinks the lower level inside doors are in need of replacement. She called Mr. Tom Ivers of Community Development to see if the replacement of the doors would qualify under ADA.

Mr. Vita stated that he spoke with Ms. Cindy Anger of the City Attorney's office again regarding the Boards concerns stated at last month's meeting. Mr. Vita apologized that he did not remember that Mrs. Tsang had advised him of the fact that the City was not self insured any longer which he stated would have answered all of the Board's questions. He said that he did tell Ms. Anger that he read the letter to the Board and that it was not well received by the Board. Mr. Vita then described a conversation he had with Mr. Richard Dowin of the State Central Republican Convention Committee. Mr. Dowin was given the insurance requirements and the contract which he turned over to their representative in Hartford. Mr. Vita understood from Mr. Dowin that they balked at it stating that the form seems to be set up for very large gatherings. Their gathering would be for twenty five people or so for about 10-15 minutes at most so the contract and requirements seem cumbersome for their needs. Mr. Vita stated to the Board the guidelines presently in place for use of the program room. Any group or individual who has liability insurance has to present proof of that insurance with no exceptions. Exclusions for smaller groups will be given on a case by case basis and referred to the City Attorney's office. Discussion ensued. Mr. Vita stated he will get further clarification on the questions raised by Mrs. Creedon on general liability insurance.

**Librarian's Report:** Mrs. Tsang reminded the Board that the May meeting will be at the Woodmont Volunteer Library. Mrs. Tsang asked the Board to approve the library closing of Saturday May 23<sup>rd</sup>, 2009 for the Memorial Day weekend. Mrs. Creedon moved to approve the Saturday closing. Mrs. Wanosky seconded the motion. The motion carried. Mrs. Creedon moved to approve the Saturday closing on Memorial Day weekend as a standard policy for the library. Ms. D'Anna seconded. The motion carried.

Mrs. Tsang advised the Board that she will be attending the Board of Aldermen Budget hearing on Monday, April 13<sup>th</sup>, 2009. Mrs. Tsang invited all Board members to attend and advised them the library will be called later in the evening. Mrs. Tsang discussed the budget cuts with the Board. Discussion ensued. Mrs. Tsang stated she is disappointed that there had been cuts made to the DVD's and Books on CD accounts with increased public demand. Mrs. Creedon asked if justifications were given on the budget cuts. Mrs. Tsang stated that she was questioned by a member of the Board of Finance at the first hearing and was asked why the city should be expected to fund the purchase of DVD's when the public can purchase their own. He also commented that he felt that Books on CD aren't necessary items when people can read books instead. Mrs. Tsang stated the need for Books on CD can be seen in people who commute, travel and in children with learning disabilities and others. Discussion ensued. Mrs. Tsang reviewed the March statistics with the Board. She stated that she intends to show these numbers at the budget hearing. Mrs. Tinti stated that cutting the library circulation budget by \$4,000.00 makes absolutely no difference to a mill rate and that the give backs of the City's unions at \$800,000.00 is what will change the mill rate. She stated that \$4,000.00 which comes directly out of peoples services will have absolutely no impact on the City's mill rate but will affect the library, public need and demand. Mrs. Tsang stated that it is her understanding that all city departments have to be cut uniformly. Mrs. Tinti stated all city departments are not the same. Discussion ensued. Mrs. Tinti suggested that no increase to the library's budget is acceptable where staff and acquisitions are held at the same level. This would be justified by increases in patronage and in public need. Mr. Vita added his concern that the library's fines and fees are deposited into the City's General Fund and not returned to the library which could benefit the library. Mrs. Tsang estimated that for the last fiscal year, \$25,000.00 in fines and fees, \$7,200.00 in copying fees and \$381.00 for the sale of discarded collections books was deposited into the General Fund. The Board suggested to Mrs. Tsang that she bring these concerns forward at the Budget hearing.

Mrs. Tsang stated that there is a citywide spending control in place. Mrs. Tsang also added that there were purchase requests made for the library that Mayor Richetelli has been very fair in approving. Mrs. Tsang asked the Board to note the library's new calendar as she highlighted the changes to them. She also thanked Ms. Pat Mitchell, a library assistant in the Circulation Department, for all the hard work she put into creating the new calendar. Mrs. Tsang stated that the library is assisting the food bank due to increased public need. From April 1<sup>st</sup> through April 18<sup>th</sup> the library has become a drop off point for the food bank. There is a donation barrel in the Children's Department and one in the Circulation Department.

**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