

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF APRIL 2, 2008
(draft)**

President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:40 PM on April 2, 2008.

PRESENT

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

EXCUSED

Mrs. Librandi
Mr. Scott Willey, Aldermanic Liaison
Ms. Manning, Aldermanic Liaison

ABSENT

Dr. diFate

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mr. Vita requested a motion to accept the minutes of the March 5, 2008 meeting. Mrs. Creedon motioned to accept the minutes. Mrs. Wanosky seconded the motion. The motion carried.

Secretary's Report: None.

Treasurer's Report: Ms. D'Anna read two transfers. A transfer was made for \$1,350.00 from Microfilm and \$500.00 from Audio Tapes. Of those amounts, \$250.00 was transferred into DVD's, \$1,350.00 into Books and \$250.00 into Periodicals. A second transfer of \$250.00 was made from Video Tapes into DVD's.

President's report: Mr. Vita updated the Board on the Renovation project. The issue of the staff door is being addressed by Mr. Sly Moura, Superintendant of Building Maintenance. There are a few different opinions on what causes the door to stick which are currently under investigation. One of the options under consideration is the changing of the door itself. A resolution for the roof leaking issue is still being sought. Mrs. Tsang stated that Mr. Moura advised her that the project architect, Mr. Ray Oliver has asked him to have a second opinion given on the work that might be needed. Discussion ensued. Mr. Vita and Mrs. Tsang described the nature of what is thought to be the cause of the leaks. Mr. Vita spoke with Mr. Oliver about the laminate top for the Large Print section. Mr. Vita stated that Mr. Pino of Olympus Construction has called the supplier many times but has not heard back from them. Mr. Vita asked Mrs. Tsang to follow up with Mr. Pino. One additional request by Mrs. Tsang for the Renovations Project is interior blinds for the Passport Office. She has an appointment with someone to obtain an estimate. Lastly, Mr. Vita wanted to mention that he has received positive feedback from the public on the library renovation and the services provided by the library.

Librarian's Report: Mrs. Tsang stated that the Mayor and the Police Department approved the placement of a wireless camera which will monitor the parking lots and harbor. A grant was given by the Homeland Security Department to pay for the camera. In the future she would like to add one more camera possibly using the funds from the renovations project. Mrs. Tsang reminded the Board that the May meeting will be held at the Woodmont Volunteer Library. Mrs. Tsang asked for an approval from the Board to close the library May 24th for the Memorial Day weekend. Mrs. Wanosky made a motion to approve the closing for Saturday, May 24th, 2008 for the Memorial Day weekend. Mr. Barnett seconded the motion. The motion carried.

Mrs. Tsang stated the Budget hearing will be held on Wednesday May 9th, 2008. She invited all Board members that are interested in attending. That same evening she will also attend the annual Friends of the Library Board meeting and invited the Board to that meeting as well. Discussion ensued on what budget cuts have been implemented.

Mrs. Tsang asked the Board to delay discussion on policy changes for the Program Room to a later date because she would like to obtain more information on the new projection equipment and she also wants to go over a few issues with the City Attorney, Ms. Marilyn Lipton. There were a few issues discussed but no changes were made at this time. Mr. Barnett did ask for a specific change to be stated in the revision. He asked that the policy state that the Milford Public Library does not promote private programs. Mrs. Tsang noted his request. Mrs. Wanosky suggested forming a committee from the Board members for the purpose of revising the policy. Ms. Smith volunteered. Mrs. Wanosky stated she can commit to be on the committee after June. Mrs. Tsang stated she would be willing to go over some of the items with Ms. Smith as the committee is being formed. Mrs. Tsang stated that the Bookflix database that was donated by the Junior Woman's Club is up and running on the website. All that is needed for access is a library card. Mrs. Tsang and Mrs. Suzanne Harrison-Thomas, the Children's Librarian, are looking into obtaining a Semi Tough laptop which will be used as an additional game computer for the Children's Department. This will also be paid for from the donation from the Junior Woman's Club.

New Business: There was no new business.

Old Business: Mrs. Wanosky asked to discuss the state of the Passport Office. Mrs. Tsang stated that the original start up loan has been paid off to the City. Discussion ensued. Mrs. Tsang described how the funds are deposited, transferred and dispersed to the best of her knowledge. She stated that she will contact the City Treasurer, Ms. Lee Nosal for a better understanding on how the accounts are being handled. Mrs. Creedon requested to be provided with a report that includes the total income, expenses and net proceeds. Mrs. Wanosky also asked to be provided with an average of monthly operating expenses. Being a new Board member, Mrs. Tinti asked if the Passport Office is a government entity or a city entity. Mrs. Creedon and Mrs. Wanosky described the nature of the Passport Office, how it is set up and how the processing fees generated will benefit the library.

Mrs. Creedon moved to adjourn the meeting at 8:50 p.m. Mr. Barnett seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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