

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
APRIL 3, 2013**

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 April 3, 2013.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Mr. Barnett
Dr. diFate
Mrs. Zabinsky
Ms. Paula Smith, Aldermanic Liaison
Mr. Frank Smith, Aldermanic Liaison
Mrs. Tsang

EXCUSED

Mrs. Gaynor
Mrs. Oliver

ABSENT

Ms. D'Anna, Treasurer

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mrs. Wanosky noted a correction on the minutes of February 6th, 2013. **Mrs. Wanosky motioned to approve the minutes as corrected. Mrs. Zabinsky seconded the motion. The motion carried.**

Secretary's Report: There was no Secretary's Report.

Treasurer's Report: Mrs. Tsang read the transfers. \$2,200.00 was transferred from the Passport Unallocated Contingency fund of which \$1,000.00 was put into Electronic Media and \$1,200.00 into Furniture and Fixtures. A separate transfer of \$5,100.00 from Passport Unallocated Contingency was made for operational expenses. \$4,100.00 was transferred into Seasonal Temporary, \$500.00 into Postage and \$500.00 into Office Supply. Mrs. Tsang expects that this transfer will cover approximately five months of operational expenses.

President's Report: Mr. Vita stated that the search committee for the hiring of a new Director has met, is progressing nicely and is on schedule. Mrs. Zabinsky asked about the possibility of setting a deadline for presentation to the Mayor. Mrs. Wanosky stated that setting a deadline is unlikely because of the number of applicants thus far and the time it will take to interview the applicants. Mrs. Wanosky stated that she spoke with Mr. John O'Connell, the City Personnel Director, and that he has received a letter of inquiry from a retired law librarian from Yale who has offered to fill in as an interim Director if necessary. Discussion ensued. Mrs. Wanosky stated that she also asked Mr. O'Connell if the committee might be able to obtain the applications of those who have applied before the closing date. She made that request so that the committee will have the opportunity to review them as early as possible. Mrs. Wanosky stated that she doesn't know if that is a possibility but she will continue to pursue that avenue. Discussion ensued. Mrs. Tsang offered to work a few hours beyond her scheduled retirement date if necessary.

Librarian's Report: Mrs. Tsang stated that she would like to remind everyone that the May meeting is at the Ellen Aftamonow Library at 16 Dixon Street in Woodmont. Mrs. Tsang stated that the proposed Board of Finance budget has arrived and that there were no cuts in funding. Discussion ensued. She stated that the Board of Aldermen Budget hearing is scheduled for Monday April 22, at 7:00 p.m. Mrs. Tsang stated that Mayor Blake has approved the overtime necessary for securing the building on Saturdays. This is normally done by two staff members on overtime. Mrs. Tsang stated a scrapbook of articles on Milford published in the Milford Citizen was donated many years ago. She has obtained permission from the New Haven Register to reprint and bind certain articles. Through memorial funding from friends who have made donations and from the family of the late Mrs. Judy Weyant, the scrapbook is now at the Bridgeport Bindery for binding. Copies will be placed in the Genealogy Room and the circulating collection.

Mrs. Tsang stated that she would like to reflect on the past since she began with the library in 1976 and to comment on the transitions that libraries have made over the years. She stated that although classroom visits and story hours, circulating books and providing information have always been staples of the library, in order to exist side by side with the Internet era and giants like Amazon, libraries have to re-define themselves by offering current items such as downloadable books and movies. She feels that our library has become more community centered and she commended the staff for their part in that accomplishment. She also acknowledged Mrs. Nancy Abbey, the Assistant Library Director and Mrs. Suzanne Harrison-Thomas, the Children's librarian for the great job they have done in expanding the library's programming. Mrs. Tsang stated the chess table and a jigsaw puzzle are out on the floor. The chess table has been used a few times and the 1000 piece puzzle is partially completed. There are a few Scrabble games that can be checked out by adults.

Mrs. Tsang stated that there was a huge increase in circulation of the downloadable audio. She stated that she attributes the increase to the acquisition of a Children's database plan which allows for multiple users. Mrs. Tsang spoke with the e-book vendor from Baker & Taylor. He said that a lot of the publishers are changing their opinions and are considering letting libraries have their titles. If that comes to pass it will lead to an increase of available titles in the future. Mrs. Tsang stated that Baker & Taylor's site can be difficult to navigate and she asked him for information on the easiest way to download from their site. Mrs. Zabinsky asked if there is information available to assist the patrons. Mrs. Tsang stated that there are pamphlets available for patrons as well as a book that guides through the process of downloading. Mrs. Tsang has been negotiating with a sales person from Sirsi Dynix about obtaining the ability to check out items via a hand held device or an iPad. The hand held unit can be used at school visits or at library outreach events. Through this contract, the library will receive two free iPad Mini's. Mrs. Tsang stated that she will commit to this contract. Although the funding will come from the next fiscal year, she signed a contract now so that the library will obtain the best price. The cost for the first year is \$2,380.00 and it will reduce to \$1,690.00 with training included. Out of necessity, Mrs. Tsang has approved the purchase of a new media cleaning machine from the General Fund. She stated that we are awaiting Board of Finance and Board of Aldermen approval for the necessary transfer to make the purchase. The original media cleaning machine purchase was funded by the Friends of the Library, but this contract is being paid through the General Fund. Discussion ensued. Mrs. Tsang also stated that she hopes to purchase one more computer for the library before the end of the fiscal year.

Mrs. Tsang stated that the Friends annual meeting will be held on May 15, 2013. There will be a speaker on the Ecology of Charles Island.

Old Business: There was no old business.

New Business: There was no new business.

Mrs. Wanosky moved to adjourn the meeting at 8:15 p.m. Mrs. Creedon seconded the motion. The motion carried.

Respectfully submitted,

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