

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS RECORD OF VOTE
REGULAR MEETING
APRIL 6, 2011**

Board Vice President, Mrs. Linda Wanosky called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:10 pm on April 6, 2011.

PRESENT

Mrs. Wanosky, Vice President
Ms. D'Anna, Treasurer
Mr. Barnett
Mr. McGovern
Ms. Smith
Ms. Connie Gaynor
Mrs. Paula Smith, Aldermanic Liaison
Mrs. Tsang

EXCUSED

Mr. Vita, President
Mrs. Creedon, Secretary
Dr. diFate

ABSENT

Mr. Patterson, Aldermanic Liaison

Public Presentation: There was no Public Presentation.

Disposition of minutes: Ms. D'Anna motioned to approve the minutes of the March 2, 2011 Library Board meeting. Mr. McGovern seconded the motion. The motion carried.

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

Treasurer's Report: Ms. D'Anna read transfers from the General Fund. \$1,000.00 was transferred from Regular Wages into Seasonal Temporary. \$113.00 was transferred from Microfilm, \$500.00 from CD's Educational and \$700.00 from Computer, Other, of which \$613.00 went to the DVD Account and \$700.00 to the Book Account. \$600.00 was transferred from Postage, \$500.00 from Office Equipment Upkeep and \$100.00 from Film & Photo totaling \$1,200.00, all of which went into the Office Supply Account.

President's Report: In Mr. Vita's absence, Mrs. Wanosky stated that she was unaware of any updates on Renovation related issues but stated there would undoubtedly be an update from Mr. Vita at the next meeting.

Librarian's Report:

Mrs. Tsang offered examples of desk schedules which the Board requested at the March meeting. Mrs. Tsang stated that this does not tell the full story because of the varied tasks and responsibilities of staff members. She stated that a cut from sixteen to fifteen full-time staff members would be catastrophic to the library. She is asking library patrons to let their Aldermen know how essential a full time staff member is to the continued maintenance of library services. She thanked all Board members who are participating to help make the public aware of the consequences that a cut in a full time staff position will have on the library. She urged the Board members to contact their Aldermen as well. In an attempt to gain public awareness, Ms. Jill Dion from the Milford Mirror interviewed Mrs. Tsang, Mrs. Wanosky and Dr. diFate about the proposed budget cuts and the effect they will have on the library. Mrs. Tsang hosted a speaker from the Connecticut Library Consortium who made a presentation for staff development. Mrs. Tsang stated that the library experienced computer upgrades in March which did impact usage. This resulted in some disruption between service providers. There is a database cleanup scheduled for May which should be minimally disruptive. Mrs. Wanosky asked who does the database cleanup. Mrs. Tsang stated that it is done by Sirsi Dynix. The Friends annual membership drive begins on May 1st. Mrs. Tsang encouraged everyone to show support of the library and the Friends by becoming a member of the Friends. The Friends have recently paid for the library banner that is on display in a window being shared with Stratford Library, Case Library of Orange and the State Library. It is located on the lower level of the Milford's Westfield Mall on the same side as Border's Books. On the Wednesday and Saturday of Library Week, the three libraries will be at the Milford Mall hosting library card sign-ups. The staff of the Children's Department will sponsor story hours on Wednesday and Saturday as well. The banner that was funded by the Friends will also be used to enhance visibility at community events.

Mrs. Tsang stated that the current library schedule will remain intact. Saturday hours will continue through June with the exception of Saturday, May 28th which is Memorial Day weekend. The Board voted at a previous meeting to make closing on the Saturday of Memorial Day weekend an annual occurrence.

Mrs. Tsang asked the Board if they believed that she should go forward with scheduling staff members for summer Saturdays as if the staff position scheduled to be cut will be retained at the library. According to union contract the Saturday schedule changes in the summer. Mrs. Wanosky asked Mrs. Tsang how much work that would entail only to have the position cut after all. Mrs. Tsang stated that it is a good amount of work but she does not want to be unprepared without a Saturday schedule if needed. Mrs. Tsang asked the Aldermanic Liaison, Mrs. Paula Smith to comment on the budget. Mrs. Paula Smith stated that she knows that the library is one of three city departments along with the Police and Fire Departments that need to replace a staff member when someone is out due to sickness or vacation because the public is still in need of services. That being said, she stated that she will fight hard to retain the position but in the current economic climate she believes that there is little hope of the position being retained. Discussion ensued on positions that are being cut throughout the city. She stated that it might be best to focus on obtaining an increase to the Seasonal Temporary budget. She stated that most of the positions are being lost through attrition as is the case with the library and she does not believe that they will be re-filled. Mrs. Paula Smith stated that even if funding is obtained from the State of Connecticut, she believes that it will go towards other city deficits. Mr. McGovern stated that the situation is disheartening. Discussion ensued. It was decided to wait until the Budget hearing is completed for any further discussion or decisions on how to proceed. Mrs. Paula Smith stated that Thursday night April 7th is the Public Hearing with the Board of Aldermen and the presentation by the Department Heads is scheduled for Monday night, April 11th, 2011.

Old Business: Mrs. Tsang offered samples of carpet runners for the Board to view. She has conferred with both Ms. Kim Kell of Risk Management regarding safety issues associated with having a beveled carpet runner placed in front of the Circulation Desk and with Mr. Sly Moura of Building Maintenance regarding quality and durability. Discussion ensued. In regard to the wear and tear, Mrs. Tsang spoke with two people who told her that for the amount of traffic over that carpeting, that wear and tear should be expected. Mrs. Wanosky asked a few questions about the workings of Passport funding. Mrs. Tsang explained how the accounts are funded.

New Business: Mr. Barnett mentioned that he heard a report that Blockbusters is going out of business and will be discarding media items such as DVD's and video tapes. He suggested asking them to donate these items to the library. Mrs. Tsang stated that she try to obtain donations from them. Mrs. Tsang has a scheduling conflict for the May 4th, 2011 meeting which is historically held in the Woodmont Library. Mrs. Tsang asked the Board if they would like her to arrange to hold the meeting held at the Woodmont Library in June. Discussion ensued about an alternative date. **Mr. Barnett motioned to change the date and time of the May 2011 meeting to the second Wednesday in May which is May 11th at 6:00 pm. Ms. D'Anna seconded the motion. The motion carried.** Mrs. Tsang will arrange to hold the Library Board meeting for June at the Woodmont Library.

Mr. McGovern moved to adjourn the meeting at 8:03 p.m. Ms. Gaynor seconded the motion. The motion carried.

Respectfully submitted,

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