

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS
REGULAR MEETING
May 1, 2013
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:35 pm on May 1, 2013.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Dr. diFate
Mrs. Gaynor
Mrs. Oliver
Mrs. Zabinsky
Mrs. Tsang

EXCUSED

Mr. Barnett
Ms. Paula Smith, Aldermanic
Liaison
Mr. Frank Smith, Aldermanic
Liaison

ABSENT

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mrs. Creedon moved to approve the minutes of the April 3, 2013 Library Board meeting. Mrs. Wanosky seconded the motion. The motion carried.

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

Treasurer's Report: Ms. D'Anna read the transfers. \$800.00 was transferred from the Passport Unallocated Contingency fund of which \$500.00 was put into Fringe Benefits and \$300.00 into Postage for operational expenses. In the General Fund, \$400.00 was transferred from Computer, Other into DVD's. \$400.00 was transferred from Postage and \$980.00 from Book Rebinding which was put into Magazine Index Database.

President's Report: Mrs. Tsang introduced Mrs. Ellen Austin who was present to host the Library Board at the Ellen Aftamonow Library, 16 Dixon Street in Woodmont. Mrs. Austin, a former Milford Public Library Board member, was the Director of the library in 1981. She left to enter the workforce but returned as a volunteer in 2010. Upon the passing of Mrs. Ellen Aftamonow, it was decided to keep the library going. Mrs. Austin stated that she will continue to help Ms. Susan Kopsco, who is the current Library Director in any way she can. Mrs. Austin stated that most circulation is from adults and that children's circulation is minimal. Mrs. Tsang commented that this library of the Woodmont Borough is the only one of the branch libraries that chose to remain open. She stated that during that period of budget cuts, when Mr. Stanley Carmen was Director, the staff and funding of the main library was being used to cover the branch libraries. The decision was made to close the branch libraries when it became impossible to maintain the branches with the staff and funding that was available. Mrs. Austin stated that their hours of operation are on Monday-Friday from 10am-12pm, 2pm-4pm and Thursday evenings from 6:30-8:30pm.

Mr. Vita asked Mrs. Wanosky to update the Board in regard to the hiring of a new Library Director. Mrs. Wanosky stated that the first round of interviews will take place on May 2nd. She stated that there are nine candidates that they have determined are eligible to interview. She stated that the committee had met a number of times and developed a plan on how to proceed with selecting candidates who would be eligible to interview for the position and to also update the job description. Mrs. Wanosky met with the committee which consisted of most of the Board members on the committee and included Ms. Jennifer Keohane, Executive Director of the Connecticut Library Consortium and Barbara Blossveren who is the Director of the Stratford Library. She also met with the library staff for feedback, ideas and concerns. Mrs. Wanosky stated that Ms. Keohane put all the information together to create a guideline as to what the Board would desire in a Library Director. She stated that Mrs. Creedon then compiled all of the information together in a question format for the interview process which included topics such as technology, community outreach, building management, staff management and budget management. She stated that the least emphasis was on grant writing but that it was included as part of the job description. She also stated that any of the applicants who would proceed to an interview had to have public library experience. Mrs. Wanosky stated that after the interview process is finished, the committee hoped to narrow the candidates to three and hold a second interview on May 17th. Discussion ensued.

It was decided that an emergency Board meeting will be held on May 22nd, 2013 at 7:30 pm to approve the final choice for a new Library Director. It was also decided that their final choice for Library Director will be presented to Mayor Blake. Mrs. Tsang suggested calling Mayor Blake after the first round of interviews letting him know how the committee intends to proceed with the applicants. Mrs. Wanosky stated that a few committee members intend to visit the libraries of the three remaining applicants. Ms. D'Anna wanted to commend Mrs. Wanosky on her outstanding work on the committee. Mr. Vita stated that he attended the budget hearing with Mrs. Tsang. He commended her on her budget presentation to the Board of Aldermen and also stated that she received a standing ovation from them as she retires.

Librarian's Report: Mrs. Tsang stated that the Board of Aldermen graciously heard her budget proposals and that the difference in the budget from last year's fiscal budget is less than \$2,000. She stated that budget is still under deliberation by the Board of Aldermen. Mrs. Tsang stated that the eBook and downloadable audio collections continue to grow with funding from Fines & Fees. She also stated that the current balance in the Electronic Media account is \$2,743.00. She asked the Board to approve an additional transfer of \$8,000.00 into Electronic Media from the Fines & Fees project account for the purchase of more titles. **Dr. diFate motioned to approve \$8,000.00 to fund eBooks and downloadable audio. Mrs. Oliver seconded the motion. Discussion ensued.** Mrs. Creedon asked to know specifically what types of titles will be purchased with this funding. Mrs. Tsang stated that these funds will furnish titles for summer reading, children's titles and popular adult titles. Mrs. Creedon asked for Mrs. Tsang's thoughts on how long this funding will last. Mrs. Tsang stated that it should cover purchases for a few months. **The motion carried.** Mrs. Tsang also asked for approval for a Kindle Fire with a stand for the Reference Department which is priced at \$423.99. Mrs. Wanosky asked Mrs. Tsang to research further on the different versions of Kindle Fire units that are available. She stated that she doesn't believe that some of the options that are included in this version of Kindle are necessary for the library. Discussion ensued on compatibility issues. Mrs. Creedon asked Mrs. Tsang about previous approvals from Passport Funds for handheld units. Mrs. Tsang stated that an Apple iPad was purchased along with a Nook. Mrs. Creedon asked Mrs. Tsang to research this again because she would like to know how that approval was spent. Mrs. Tsang stated that she will again research the purchases that were made. Resuming conversation on Mrs. Tsang's request for additional Kindles, Ms. D'Anna offered Mrs. Tsang other options for research. She stated that she is aware that the regular Kindle Fire is very good and recommended the possibility of buying two at \$199.00 versus one for \$399.00. Mrs. Creedon asked Mrs. Tsang to define exactly what it will be used for. Mrs. Tsang stated that it will be used for demonstration purposes. Discussion ensued. Ms. D'Anna stated that it isn't that they won't approve the expenditure but that the more expensive version of Kindle may not be a necessity for the library.

Mrs. Tsang encouraged all of the Board members to attend the Friends of the Library annual meeting on Wednesday May 15th at 7:00 pm. Following a brief meeting and election of officers, Mr. Ed Dorso, a local filmographer, will present a film entitled, "Charles Island Crossing Over". Mrs. Tsang stated that the Knights of Columbus will be making a donation to the library for books purchases. They asked Mrs. Tsang if it would be possible to do the presentation at the next Library Board meeting. The Board was agreeable.

Old Business: There was no old business.

New Business: Mrs. Zabinsky asked Mrs. Tsang about the library webpage and if it would be possible for the library to obtain their own. Mrs. Tsang stated the city's Virtual Town hall has been updated and that the library has to follow direction from the MIS Department. Mr. Fred Danowski, the Librarian's Automation Librarian has seen the new Virtual Town Hall and was pleased with it. She suggested to Mrs. Zabinsky that she give this new format a chance. Mrs. Zabinsky stated that this may be something to pursue under the new director. Mrs. Wanosky advised Mrs. Zabinsky that when she met with the staff, this was an important thing to them.

Mrs. Wanosky moved to adjourn the meeting at 8:45 p.m. Mrs. Creedon seconded the motion. The motion carried.

Respectfully submitted,

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