

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF MAY 2, 2007
(draft)**

President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:42 PM on May 2, 2007.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Mr. Arnold
Mrs. Librandi
Mrs. Tsang

EXCUSED

Mr. Vitali
Ms. diFate
Mrs. Politi, Alderman
Mr. Hardiman, Alderman

ABSENT

Mr. Barnett

There was no **Public Presentation**.

Mr. Vita requested a motion to accept the minutes of the April 4, 2007 meeting. Mrs. Creedon made a motion to accept the minutes. Mrs. Wanosky seconded the motion. The motion carried.

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

For the **Treasurer's Report**, for Mrs. D'Anna, Mrs. Wanosky noted three transfers. Due to public demand for Books on CD, \$1370.75 was transferred into the Books on CD account from CD's Educational (\$1000.00) and Audio Tapes (\$370.75). \$1400.00 was transferred from Information Services into Magazine Index Database to cover insufficient funds.

For the **President's Report**. Mr. Vita stated that he has been in contact with Mr. Ray Oliver, the Architect on the renovations project for an update. Mr. Vita understood from Mr. Oliver that the leaks that were in the Passport office section of the library have been addressed as well as some issues with leaking window areas. Mrs. Tsang stated that there was a major improvement with the leaks which she noticed after the latest storm. Mr. Vita has contacted Public Works and spoke with the Administrative Assistant, Ms. Kelly Hammil for a scheduling for the stanchion of the exterior signage. Mr. Kolwicz, Director of Public Works is away but Ms. Hammil will provide him with a date as soon as possible. Mr. Vita stated that he was impressed with the figures on the Passport office. Financially it is doing well and he stated that he has also received positive feedback from the public on how pleasant and efficient the process is.

For the **Librarian's Report**, Mrs. Tsang discussed a topic which was addressed at the April meeting. She had contacted the City Attorney's office in reference to the outdated lease with The Woodmont Borough Library. Discussion ensued. Mrs. Tsang read aloud a memo that was sent to Mayor Richetelli from the Assistant City Attorney, Ms. Cynthia C. Anger. In the memo Ms. Anger sought the Mayor's approval to go forward with updating the lease. Mrs. Tsang stated that the lease is currently in the possession of the City Attorneys office. Mrs. Tsang introduced Ms. Ellen Aftamonow. She is the Coordinator of the Woodmont Volunteer Library. Mrs. Creedon asked Ms. Aftamonow about the age of the books in the library. She also wanted to know how the library obtained new books. Ms. Aftamonow stated that the books are funded through The Borough of Woodmont but that some books are leased from McNaughton which really helps to add to the existing collection. On staff related issues, Mrs. Tsang noted that eleven staff members attended the CLA Conference in Hartford during April.

Mrs. Tsang advised the Board on the status of the budget for the next fiscal year. She does not have anything final at this time. Mrs. Tsang stated that two patron counters have been installed at the entrances of the library. She felt that having these counters will give a more accurate picture in relation to the library statistics. There are patrons who use the library for services that are not included in the statistics. Mrs. Tsang discussed the March statistics with the Board and what paths she would like to pursue in the future to improve the library according to public demand. Mr. Arnold asked when the budget will accurately reflect what is needed in the budget so less transferring of funds would be needed. Mrs. Tsang stated she feels that is necessary to keep the older accounts with lower balances in case there are requests from the public but thought that Mr. Arnold had a good point. Mrs. Tsang also advised the Board that the Friends of the Library will be holding their annual meeting on Wednesday May 23rd, 2007 at 7 p.m. They will hold their election of officers, discuss financial concerns and will finish their evening with a performer from the Square One Theatre. Mrs. Creedon asked Mrs. Tsang if the Friends will be setting goals at this meeting. Mrs. Tsang thought not due to there being an election of officers that night. Mrs. Creedon then requested from Mrs. Tsang that when their goals are discussed and established that these goals and plans should be reviewed if not ratified by this Board depending on how their bylaws are drafted. Mrs. Tsang stated that she will invite the new President of the Friends to the June meeting. Mrs. Tsang stated that the Friends will be establishing a checking account on their own. Mrs. Creedon noted that the Friends need to create records for whatever reporting is needed since they are a 501C3 status.

Mr. Arnold asked about the contingency fund for the renovations in relation to regular building maintenance. Mr. Vita responded to state that the renovations are still ongoing and that the money in the contingency will be left there until all the work is completed. He also assured Mr. Arnold that all of the work that needs to be done to complete the renovations will be done. Mrs. Tsang also explained that most of the regular building maintenance is covered by the Public Works budget. Mr. Vita's main concerns are roof leaks. He stated that he will continue to monitor the situation. Mrs. Creedon recommended that the library have a comprehensive maintenance review due to the funds that have been expended to renovate the library and that a system should be put in place to review maintenance issues on a regular basis. Mr. Vita and Mrs. Tsang both stated that that Building Maintenance has maintenance contracts on major items and Mr. Vita feels that the Building Maintenance Department will continue to monitor the building as has been done in the past.

There was no **New Business**.

Mr. Arnold moved to adjourn the meeting at 8:19 p.m. Ms. D'Anna seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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