

**MILFORD PUBLIC LIBRARY
BOARD OF DIRECTORS REGULAR MEETING
MINUTES OF MAY 6, 2009
(draft)**

Board President, Mr. Peter Vita called the regular meeting of the Board of Directors of the Milford Public Library to order at 7:45 pm on May 6, 2009.

PRESENT

Mr. Vita, President
Mrs. Wanosky, Vice President
Mrs. Creedon, Secretary
Ms. D'Anna, Treasurer
Dr. diFate
Mrs. Librandi
Mrs. Tinti
Mrs. Tsang, Library Director

EXCUSED

Ms. Smith
Mr. Rosen, Aldermanic
Liaison

ABSENT

Mr. Barnett
Mr. Willey, Aldermanic
Liaison

Public Presentation: There was no Public Presentation.

Disposition of minutes: Mr. Vita requested a motion to accept the minutes of the April 1, 2009 meeting. Ms. Creedon moved to accept the minutes. Mrs. Wanosky seconded the motion. The motion carried.

Secretary's Report: Mrs. Creedon read a letter just given to her by Mrs. Tsang that was addressed to Mr. Vita and was dated April 7, 2009. The letter is from Ms. Barbara C. Griffin, President of Laurelton Hall High School on behalf of the Board of Trustees regarding the Charles Pond carriage house which was originally built in 1864. Mr. Pond was the 36th Governor of Connecticut. The house has deteriorated and is off limits to the school community so the Board of Trustees is attempting to obtain a Grant from the Connecticut Historic Trust to help stabilize the carriage house. Ms. Griffin asked the Library Board submit a letter of support and/or testimonials on behalf of their efforts. Ms. Griffin asked that if the Board was willing to write such a letter, to please submit it to her at Laurelton Hall by April 20, 2009. Because the deadline has passed, Ms. D'Anna suggested that Mrs. Tsang call them to verify that the deadline for the grant has passed. Discussion ensued. The Board agreed to support the effort. Mr. Vita will follow up making phone calls to Mayor Richetelli and to Ms. Griffin to explain why the letter was detained and that the Library Board supports the effort.

Treasurer's Report: Ms. D'Anna read two transfers for April. From the General Fund, \$500.00 was transferred from Professional Fees into the Seasonal Temporary Account and \$1,600.00 was transferred from Office Equipment Upkeep into the Book Supply Account.

President's Report: Mr. Vita updated the Board on the status of the renovations. He has scheduled a June meeting of the Renovations Committee. Mr. Andy Charland is in possession of the punch list but is not available for a May meeting. Mr. Vita hopes the items on the punch list will bring the renovations project to a close. Mr. Vita also stated that there were several leaks since the last meeting and that Mrs. Tsang stated that it seems to depend on the way the wind is blowing. Mrs. Tsang requested approval for an artistic painting to be done on the lower level book drop by a high school artist. The artist does not want payment. Mr. Vita will call Ms. Kelly Hammill of Public Works as a follow up to an email request that had been sent earlier to Public Works. Mr. Vita stated that he plans on attending the annual Friends meeting on May 20th at the request of Mrs. Tsang. Mr. Vita asked any other Board members who wish to attend to do so.

Librarian's Report: Mrs. Tsang thanked Mrs. Ellen Aftamonow who is the Volunteer Coordinator of the Woodmont Borough Library for hosting the Board for the annual May meeting. She thanked Mrs. Aftamonow and Ms. Ellen Austin for keeping the library going since 1981. Mrs. Tsang and Mrs. Tinti attended the Board of Aldermen Budget hearing on Monday April 13th, 2009. Mrs. Tsang complimented Mrs. Tinti for speaking out at the meeting. Ms. D'Anna asked if the Board of Aldermen inquired about Passport Funds. Mrs. Tinti stated that it was mentioned and that Mrs. Tsang reminded them of their agreement. Mrs. Tsang stated that although she sympathizes with the needs of the city, she thought that the requests of the library were moderate.

Mrs. Tsang stated that Mrs. Tess Battad, Supervisor of Circulation and Mrs. Suzanne Harrison-Thomas, the Children's Librarian alternate monthly serving the Milford Youth Service Network. Through their outreach they became aware of a need for food donations at the Milford Food Bank. Consequently, the library became a drop off point for food donations. A generous public helped to fill a car with donations that were dropped for the Food Bank.

Mrs. Tsang reiterated that the Friends of the Library meeting will be held in the Program Room on May 20th and that Mr. Vita has agreed to attend as well. Their business meeting begins at 6:30 pm. At 7:00 pm they are hosting a murder mystery entitled "***Murder by the Book***" presented by Marshmallow Masquers. Mrs. Tsang advised the Board that there had been money stolen on several different occasions from the Friends book sales cash box. She stated that she was unsure as to the period of time that the thefts took place or the amount of money stolen. Mrs. Tsang thanked Mr. Sly Moura of Building Maintenance, who was able to obtain the identity of one of the persons. Discussion ensued. Mrs. Tsang stated that Mrs. Dolores McNelis, interim President of the Friends pressed charges, a young girl, who was a volunteer at the library at the time of the thefts, confessed and was arrested. Subsequently, Mrs. Tsang banned the girl from the library. She is uncertain as to the outcome of the others involved. Mrs. Tsang thanked Police Commissioner Jerold Wanosky for requesting increased police presence in the library. The Friends officers took an emergency vote via email to approve the purchase of a new money deposit safe. Ms. D'Anna asked for an estimate of the annual income taken in by the Friends through their book sales. Mrs. Tsang gave an estimate of \$25,000.00 per year including book sales and membership fees. Mrs. Tinti stated that book sales are responsible for an average of over \$1,000.00 per month or at least \$12,000.00 annually. Mrs. Tinti noted also that the Board of the Friends gave authorization for Mrs. McNelis to press charges. Mrs. Tsang looks forward to updating the Friends book sales area in the future.

Old Business: There was no old business.

New Business: Mrs. Tsang asked for the Board to consider a plan for the purchase of Playaways. The plan offered through Recorded Books, includes five Playaway titles each quarter, a 5% discount, free shipping and as a sign up bonus the library will receive five Playaway titles and obtain five Books on CD discounted at 40%. The cost is approximately \$1,176.00 per year invoiced quarterly which Mrs. Tsang asked to purchase through the Finan Fund. Discussion ensued. Mrs. Wanosky asked Mrs. Tsang about the spending from the Finan Account. Mrs. Tsang estimated spending at no more than \$5,000.00 per year but she stated that it is difficult to determine as the funds are all incorporated into the non revenue Gift Account. Mrs. Tsang stated that she does not know if any interest is being gained on the account. Mrs. Wanosky motioned to transfer \$2,352.00 from the Finan Account to fund the purchase of the Recorded Books Playaway Plan for the Adult and the Children's Department. Mrs. Tinti seconded the motion. The motion carried.

Mrs. Tsang advised the Board that she will be transferring approximately \$3,000.00 from the Passport Contingency Account into the Passport Seasonal Temporary Account and Passport Overtime Account to cover payroll costs. Mrs. Tsang handed out to the Board a brochure for the Milford Independent Film Competition which is sponsored by the Friends and Stonebridge Restaurant and organized by Mrs. Nancy Abbey, Assistant Library Director and Mr. Arthur Bargar, Media Librarian. It will be held in the Library Program Room August 1, 2009.

Ms. Creedon moved to adjourn the meeting at 8:38 p.m. Mrs. Creedon seconded the motion. The motion was unanimously approved.

Respectfully submitted,

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